



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CiLCA**

21st January 2021

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

Dear Councillor,

You are summoned to attend a meeting of the Finance and Policy Committee to be held on **Thursday 28th January 2021** commencing at **7.00pm**.

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

Zoom Meeting ID: 815 9447 3626

Passcode: 157765

Use this link to open the Finance & Policy Committee Meeting via Zoom on Thursday 28th January 2021

- **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

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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

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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 26th November 2020.

3. Declarations of Interest

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

4. Outstanding Actions

None

5. Questions from Members of the Public

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

6. Urgent Items

Members may raise urgent items related to this committee but no discussion or decisions may be taken at the meeting.

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

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

8. New Applications for Financial Assistance (Enclosed)

- Grant ref GR13/2021 – Smile Group (Congleton)
- Grant ref GR14/2021 – Timbersbrook Residents
- Grant ref GR15/2021 – Dane Valley Scout Group

9. New Grant Activities Monitoring Forms and Letter of thanks (enclosed)

To receive a grant activities monitoring form from 1st Gawsorth Girls Brigade and a letter of thanks from Congleton Park Bowling Club.

10. Management Accounts (Enclosed)

To receive and consider the Management Accounts to 31st December 2020

11. Bank Reconciliation (Enclosed)

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

12. Savings Account Balances (Enclosed)

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

13. List of Payments (Enclosed)

To receive and approve the Payments lists between 1st November and 31st December 2020

14. Town Council Petty Cash Account (Enclosed)

To approve the verification of the Town Council's petty cash balance as at 30th November 2020 – This was an action from the first interim audit report as the internal audit was conducted remotely.

15. Appointment of Internal Auditor (Enclosed)

To approve the appointment of Auditing Solutions as the internal auditor for 2021/22.

16. Annual review of the Investment Policy and Strategy (Enclosed)

To review and approve the Investment Policy and Investment Strategy.

To: Members of the Finance & Policy Committee

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

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

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

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

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 26th November 2020

Conducted via Zoom – Meeting ID 845 2612 6663

****Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee on 28th January 2021.**

For the papers discussed at the meeting, please see the Meeting Agenda of the Finance and Policy Committee held on 26th November 2020

PRESENT Committee members:

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

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

Non-committee members Cllr Suzie Firkin, Cllr Margaret Gartside, Cllr Kay Wesley

Also present: CTC Officers David McGifford (Chief Officer) and Jackie Potts (RFO)
2 members of the press, 1 member of the public.

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 Councillor Mark Rogan.

2. Minutes of Previous Meetings

FAP/20/2021 RESOLVED to approve the minutes of Finance and 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.

Cllrs David Brown, George Hayes, Sally Ann Holland and Denis Murphy declared a non-pecuniary interest on any matters relating to Cheshire East Council.

Cllr Paul Duffy declared a non-pecuniary interest in item 7 (ii) Grant application from Daneside Theatre Trust.

Cllrs George Hayes and Sally Ann Holland and declared a non-pecuniary interest in item 15 20/21 Staff pay award.

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/21/2021 RESOLVED that the statement to 31st October 2020 be received.

7. New Applications for Financial Assistance

FAP/22/2021 RESOLVED to award the following grants:

- **Grant ref GR11/2021 – Congleton Park Bowling Club - £250**
- **Grant ref GR12/2021 – Daneside Community Theatre Trust - £1,500**

8. New Grant Activities Monitoring Forms

FAP/23/2021 RESOLVED to receive the Grant Activities Monitoring form from St Peter’s Church.

9. Letters of Thanks

FAP/24/2021 RESOLVED to receive letters of thanks from Rotary Congleton and St Peter’s Church for previous grants awarded.

10. Management Accounts

FAP/25/2021 RESOLVED to receive the Management Accounts to 31st October 2020.

11. Bank Reconciliation

FAP/26/2021 RESOLVED to receive the bank reconciliation as at 31st October 2020.

12. Savings Account Balances

FAP/27/2021 RESOLVED to receive the Savings Account balances as at 31st October 2020. It was noted that on maturity £150,000 had been reinvested on 06/11/20 with Cambridge and Counties bank for one year at an interest rate of 1.15%.

13. List of Payments

FAP/28/2021 RESOLVED to receive and approve the Payments lists between 1st August and 31st October 2020.

14. First Interim Internal Audit Report 2020/21

FAP/29/2021 RESOLVED to receive and note the first interim Internal Audit report for 2020/21. It was noted that the internal auditor recommended that the internal audit was conducted remotely due to Covid 19 restrictions, a councillor should verify the petty cash balance and this should be minuted at the next Finance and Policy meeting. Cllr Denis Murphy has volunteered to do this.

It was also noted that the council's standing orders need to be reviewed in 2021.

15. 2020/21 Pay Award

FAP/30/2021 RESOLVED 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

FAP/31/2021 RESOLVED to receive and approve the 2021/22 budget and precept of **£954,146** for recommendation to Council.

17. Town Council Office Server Upgrade

FAP/32/2021 RESOLVED to approve a potential overspend of £5,000 on the Capital budget for Office Equipment to purchase 2 new laptops for staff and to upgrade the office server.

**Cllr Robert Douglas
Chair**

AGENDA Item 7 (i)

Congleton Town Grant Commitments										
Specific Budgets										
Date Grant Approved	To	For	Section	Minute Referen	EMR b/fwd	Budget	Approved 20/21	Paid £	Outstanding	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	20.00	980.00	01/12/2020
01/04/2020	St Peter's Church	Church clock maintenance	PCA1957 s2			300.00	300.00	249.00	51.00	
Totals						38,333.00	38,333.00	37,302.00	1,031.00	
		Ear marked reserve b/fwd				£0				
		Budget 2020/21				£38,333				
		Total approved to date				£38,333				
		Total awaiting application				£0				

Congleton Town Grant Commitments 2020/21									
Date Grant Approved	To	Permitted For	Section	Minute Reference	Approved EMR b/fwd 20/21 £	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
26/11/2020	Congleton Bowling Club	Exterior redecoration		FAP/22/2021		250.00	250.00	0.00	14/12/2020
26/11/2020	Panaside Community Trust	Theatre Cinema Project		FAP/22/2021		1500.00			
Totals					5639.00	8807.00	2,957.00	9989.00	
	EMR b/fwd		£5,639.00						
	Budget 20/21		£23,250.00	£61,583.00	Total Grant budget				
	Total approved to date		£9,946.00						
	Total money still available for grants		£18,943.00						

AGENDA ITEM 8 (i)



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR 13/2021
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1.1	Applicant(s):	Ruth Williams
1.2	Representing:	Smile Group
1.3	Email Address:	ruth@thesmilegroup.org
1.4	Tel No.	
1.5	Project Title:	Walking with families in Congleton
1.6	Project Objectives:	<p>1) To provide relief to those affected by perinatal mental illness, and their families, by means of support, advice and services complementary to those provided by statutory services.</p> <p>2) To advance the education of the public in matters relating to perinatal mental illness.</p> <p>3) To advance the health and education of the public and in particular new parents, by providing support, advice and information about parenthood</p>
1.7	Brief Project Description:	<p>Smile Group supports families affected by perinatal mental illness (ante natal and postnatal depression/anxiety etc) and we quickly responded to COVID by moving online within a few days. We then moved to group walks and have slowly reintroduced support in Children Centres, due to Congleton Children's Centre having restrictions of 6 adults per session (2 of which are our facilitators) and with a significant demand we have had to alter how we support families in Congleton.</p> <p>Since August we have been having walks around Congleton Park with between 4 and 10 mums with the babies / toddlers. This has meant that people have been able to still access the peer support at a social distance but also walking in the fresh air is beneficial for mental wellbeing.</p> <p>It has been a difficult time for parents with new babies and we have increased our support for them during this time. We are seeking funding to support this via the walks and our monthly Family Sessions at Ruby's Fund in Congleton. Our facilitators will be able to continue offering support at the walks for those who aren't able to attend groups due to the limited numbers, in order to maintain safe Social Distancing. We have also regularly been seeing a couple of dads at these walks. Whilst we had family sessions prior to COVID due to extra cleaning and resources need there has been an increased cost for benefiting from the space available at Ruby's fund.</p>

1.8	Details accounts/budgets	<p>Wednesday walks = £1170 – requesting full amount as a new service £15/hour – 1.5 hours = £22.50/person x 2 x 26 weeks = £1170 Family Sessions at Rubys Fund = £540 – requesting £360 as the difference. 6 sessions - £90/session (previously £30) = £540 Group Sessions at Congleton = £2340 – No request. £15/hour – 3hours = £45/person x 2 x 26 weeks = £2340</p>
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Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£4050 for 6 months
2.2	Total contribution sought:	£1530
2.3	What will the money be spent on?	The costs are for our Congleton Specific project however we are only requesting for the costs for the staff to run the Wednesday Walks as these are needed in Congleton to supplement the additional support. We budgeted a monthly fee for Ruby's fund for £30 for the time period however due to COVID and the additional cleaning, staffing and implications for Ruby's Fund for us to run the sessions we are requesting a top up for that service.
2.4	Any ongoing costs:	After 6 months we will review the additional walks in Congleton. We also have ongoing funding for the group sessions
2.5	Details of confirmed match funding include source <i>Cash:</i> <i>In kind:</i>	<p>We have received money from the Lottery COVID fund for the group sessions £2340 We have confirmed funding from Comic Relief for the £180 for Rubys Fund as this was prior to the COVID pandemic.</p>
2.6	Resources needed:	<p>Staffing resources. Social media to promote the sessions</p>
2.7	Estimated timescale of project from start to finish:	January 2021 – June 2021

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Around 40% of our client base comes from Congleton. New parents emotional and mental wellbeing is at an all-time low given the current circumstances of COVID -19 and not being able to access other areas of support, however we can offer that support to them within our sessions and virtually.
3.2	Are there similar services/projects provided in the area	Whilst there are other mother and baby groups and counselling services there is nothing that specifically supports Perinatal Mental Wellbeing in a tailored way.

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Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i> ?	Throughout the 6 months we will be evaluating our attendance at sessions and adapting our services regularly to fit into the government's criteria. It is hoped that in 6 months' time we will all be able to attend the group sessions with no maximum numbers and therefore not have the need for the additional sessions. However, if they are successful we will look at continuing these walks.
4.2	<i>Describe how you will promote the Town Council in your project</i>	We will credit the Town Council appropriately across our social media channels (Facebook, Twitter, Instagram & LinkedIn) and in January we will be launching our new website and hope to use the Council's logo (with consent) on the website.

Signature: R.E Williams

Date: 17.12.20

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



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR14/2021
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1.1	Applicant(s):	Richard Hinckley
1.2	Representing:	Residents of Timbersbrook, Key Green and Cloudside
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Defibrillator (AED) Relocation
1.6	Project Objectives:	Relocate our AED from the 'Coach and Horses" pub, now closed, to the Timbersbrook telephone kiosk.
1.7	Brief Project Description:	<ul style="list-style-type: none"> - Remove AED and existing unlocked cabinet from the "Coach" - Investigate electricity supply at kiosk and obtain authority to use it - Obtain new lockable cabinet and mounting kit. - Install new cabinet in kiosk - Replace signs in the area with new ones to show new location - Update Ambulance Service, CTC, 'Chronicle' with details
1.8	Details accounts/budgets	The new owners of the "Coach" were clearing it out and needed the AED moved quickly, which left no time for a grant application or for fund raising. I am bearing the costs of this move personally until donations/grants/local fund-raising can recompense. The alternative was to leave the AED unavailable

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Up to £871
2.2	Total contribution sought:	Up to £306
2.3	What will the money be spent on?	<ul style="list-style-type: none"> - Lockable cabinet and mounting kit (Welmedical) £565 - Installation by T&S Electrical. A quote cannot be given until the above is received. Probably cost up to £120 for RCD, Earthing Rod, Labour - New weatherproof/fadeproof signs from JAG Graffics - quote of £186 received - All costs above include VAT

2.4	Any ongoing costs:	The AED pads and battery require replacement every few years. These costs are met by local fund-raising and no contribution is sought from CTC
2.5	Details of confirmed match funding include source Cash: In kind:	The new owners of the "Coach" have generously donated the costs of the new cabinet and mounting kit, which has been ordered and delivery is expected around 17 December
2.6	Resources needed:	£306 to pay for installation and signage
2.7	Estimated timescale of project from start to finish:	ASAP after 17 December

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Continued public access to a defibrillator by residents of the area and its many visitors
3.2	Are there similar services/projects provided in the area	No

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	If the cabinet lights up after the power is applied then the project will have been successfully completed
4.2	Describe how you will promote the Town Council in your project	A notice will be displayed in the kiosk thanking CTC for their contribution Similar thanks will be made on the Community Facebook page

Signature: Richard Hinckley (as sent from my email account) Date:

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.

AGENDA ITEM 8 (iii)



Congleton Town Council Application for Financial Assistance

Neil

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR15/2021
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1.1	Applicant(s):	Neil Dutton
1.2	Representing:	Dane Valley Scout Group
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Replacement storage container unit
1.6	Project Objectives:	Replace the container used for the storage of equipment and some of the huge collection of costumes for Congleton's Scout and Guide Gang show .
1.7	Brief Project Description:	The existing container now after over 20 years leaks, suffers from condensation damage and has passed the end of its economic life. It is proposed to replace it with a new self assembly storage container which will be lined for insulation and have hanging rails and shelving fitted.
1.8	Details accounts/budgets	The Scout Group has set aside funds for this project over the last 2/3 years having raised / allocated £7750. Due to the severe impact of covid 19 on fundraising and income generation, assistance is now needed to help meet the targeted shortfall of £1500

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£9250
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	Help towards lining and fitting out the unit with hanging rails and shelving which is estimated via a quote at £3000

2.4	Any ongoing costs:	None
2.5	Details of confirmed match funding include source Cash: In kind:	See above – the Group has raised £7750 on a self help basis towards the total cost Parents of members will help prepare the site to receive the unit and complete any landscaping after installation.
2.6	Resources needed:	Assistance with meeting the shortfall of £1500 especially now fund raising and income generation has been so adversely affected by covid 19 pandemic
2.7	Estimated timescale of project from start to finish:	4-6 months including the manufacture of the container unit

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The Scout Group has a youth membership of 70 from the Town catchment area plus 20 adult leaders The premises are also used by other community groups from the town including rehearsals for Congleton's scout and guide gang show involving other scout groups and guide units
3.2	Are there similar services/projects provided in the area	On site storage of equipment is required and is cost effective .

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Satisfactory provision of a safe weatherproof storage facility for scout equipment and also costumes for the biennial scout and guide gang show rehearsals for which take place at the premises. The trustees of the Group will evaluate the project.
4.2	Describe how you will promote the Town Council in your project	Through any publicity relating to the project by the local press and in the group's annual review booklet

Signature: _____

M. Sutton

Date: _____

8 Jan. 2021

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.

AGENDA ITEM 9 (i)

Town Council Grant Activities Monitoring Form

1. Contact Details	
Organisation name:	1ST GAWSWORTH GIRLS BRIGADE
Address:	clo Co

2. Grant Information			
Grant Reference Number:			
Total project cost:	£500		
Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£ 6140.00	
Please list receipts below: QB TRADING AMAZON EBAY			

3. Project Information	
When did the project commence?	6/10/2020 2021
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, how will this be used?	
Please explain how the grant money was used: GRANT MONEY WAS USED TO PURCHASE STATIONERY PACKS FOR OUR MEMBERS SO WE COULD RETURN TO FACE TO FACE MEETINGS WITH A SIGNIFICANT REDUCTION IN CROSS-CONTAMINATION COVID-19 RISK.	
Please explain what difference the project has made to your organisation/local people: THE GRANT HAS ALLOWED OUR MEMBERS TO RETURN SAFELY AND PROVIDED THEM WITH THE OPPORTUNITY TO BENEFIT FROM A REDUCTION IN ISOLATION. IT HAS ALSO ALLOWED THEM TO CONTINUE DURING THIS SECOND LOCKDOWN PERIOD WITH ONLINE MEETINGS WITH THE ORGANISATION BEING ABLE TO PROVIDE THE	

4. Promotion

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

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

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

Please state how (i.e. on your website, event programme, tickets, etc)
On-web site FACEBOOK PAGE, CHURCH NEWSLETTER, REGIONAL NETWORK MEETINGS.

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?

How did you apply? Online Email Post

Do you feel that you understood the process? Yes No

Please rate the following elements:

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

AGENDA ITEM 9 (ii)

Road

18th December 2022

RE: Grant: Congleton Park Bowling Club

Dear Jackie,

I am writing to thank the members of the Town Council, once again, for their generous grant towards the external decoration of the clubhouse. It was greatly appreciated.

Yours Sincerely,
P. Charlesworth
(Secretary)

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	28/01/2021 7pm	LOCATION	Via Zoom
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	10 Management accounts for December 2020		
Background	Variance analysis of the Management Accounts for December 2020 to accompany the spreadsheet.		
Updates	<p>These figures are to 31st December 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 9 show figures largely in line with the budget. 75% of expenditure would be expected to have been used if expenditure was a regular monthly amount. 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 with one being appointed from January 2021.</p> <p><u>Finance and Policy Committee</u></p> <p><u>Corporate Management</u></p> <p>Overall on budget</p> <ul style="list-style-type: none"> • Reception TIC - was paid in full in November (the Tourist Info Centre act as CTC's reception but are Cheshire East staff. Congleton Town Council pays towards the salaries to enable the Centre to stay open during the afternoon in winter.) • Staff working from home has resulted in savings on stationary, postage and misc office costs. • Subscriptions and Publications has been used for Zoom subscriptions to facilitate online meetings. • Insurance is a full year cost. • The first interim internal audit (out of 3 per year) has been undertaken • Legal and Professional fees currently showing underspent but there are occupational health charges and contract legal fees that will be charged before the year end. <p><u>Democratic/Civic</u></p> <p>Although there have been no Civic events this year due to Covid 19, more has been spent on the website and Bear Necessities has had more pages per issue.</p> <p><u>Grants</u></p> <p>£23,443 is available for grants for remainder of 20/21. This is now assuming that the £4,500 set aside for subsidising charity/local organisation events will not be used for the remainder of the financial year.</p>		

Community and Environment Committee

Under budget – 45% of the annual budget has been spent to 31/12/20.

- Underspend on Community Development due to 2 budgeted posts but only 1 in post from 01/01/21.
- The Christmas Fayre and lights budget will be spent but the invoices have only just been entered (in January 2021)
- 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 and there has been some publicity to increase the number of meals produced during January.

Town Hall, Assets and Services Committee

- Paddling Pool – underbudget as closed for the 2020 season.
- Streetscape - Income on budget, expenditure slightly under budget so 65% 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 117% of budget used to December 20. However now that the NHS has booked for vaccinations this will improve over the next 3 months.

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 only 1 appointed on 04/01/21

Decision Requested

To receive the Management Accounts for December 2020

Congleton Town Council - Management Accounts December 2020

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Finance and Policy Committee				
Corp Management				
Staff Costs (re-allocated)	105,429	141,048	35,619	75%
Travel	0	900	900	0%
Training / Conferences	1,880	3,000	1,120	63%
Rent Payable	10,463	13,950	3,487	75%
Reception - TIC	3,700	3,450	-250	107%
Miscellaneous Office Costs	410	1,660	1,250	25%
Telephone/Fax/Internet	343	1,020	677	34%
Postage	912	2,900	1,988	31%
Stationery & Printing	833	3,000	2,167	28%
Subscriptions & Publications	3,962	3,500	-462	113%
Insurance	8,820	9,180	360	96%
Computer/IT Costs	8,464	11,600	3,136	73%
Photocopy Charges	663	2,600	1,937	26%
Recruitment Advertising	196	500	304	39%
Other Advertising	0	300	300	0%
Bank Charges	648	1,000	352	65%
Audit Fees - External	0	2,000	2,000	0%
Audit Fees - Internal	445	1,290	845	34%
Accountancy Support	1,942	4,570	2,628	42%
Legal & Professional fees	1,029	5,000	3,971	21%
HR & H&S support	3,517	4,590	1,073	77%
Central Overheads reallocated	-39,562	-63,095	-23,533	63%
Corporate Management:-Expenditure	114,094	153,963	39,869	74%
Interest Receivable	-2,127	-3,000	-873.00	71%
Corporate Management :- Income	-2,127	-3,000	-873	71%
Net Expenditure over Income	111,967	150,963	38,996	74%
Civic				
Staff Costs (re-allocated)	20,921	27,664	6,743	76%
Training / Conferences	977	2,000	1,023	49%
Stationery & Printing	0	500	500	0%
Marketing/Promotions	404	1,000	596	40%
Council Newsletter	5,760	5,388	-372	107%
Council Website	1,820	1,500	-320	121%
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	1,617	2,534	917	64%
Civic:-Expenditure	35,130	55,536	20,406	63%
Grants	38,140	61,583	23,443	62%
F&P Income - Expenditure Totals	185,237	268,082	82,845	69%
Community and Environment Committee				
Propogation Unit	0	1,000	1,000	0%
Floral Displays	6,806	12,250	5,444	56%
Allotments	408	1,250	842	33%
Congleton Partnership	26,420	35,227	8,807	75%
Community Development	63,279	140,553	77,274	45%
Crime Reduction/CCTV	17,820	53,650	35,830	33%
Christmas Fayre/lights	4,052	16,000	11,948	25%
Neighbourhood Plan	0	0	0	#DIV/0!
Covid 19	16,429	0	-16,429	#DIV/0!
Donations and transfer from Covid 19 EMR	-16,429	0	16,429	#DIV/0!
Tourism	2,630	5,000	2,370	53%
Youth and Young People	0	2,000	2,000	0%
Luncheon Club	2,891	9,000	6,109	32%
Community and Environment - Expenditure Totals	124,306	275,930	151,624	45%

Town Hall, Assets and Services Committee

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<u>Padding Pool</u>	<u>315</u>	<u>27,005</u>	<u>26,690</u>	1%
<u>Streetscape</u>				
Streetscape Expenditure	419,969	596,969	177,000	70%
Streetscape - Income CEC	-275,028	-366,702	-91,674	75%
Streetscape - External work income	-4,125	-15,000	-10,875	28%
Streetscape - Other	-342	0	342	#DIV/0!
Streetscape - Misc Income	-675	-900	-225	75%
	<u>-280,170</u>	<u>-382,602</u>	<u>-102,432</u>	73%
Net Expenditure over Income	<u>139,799</u>	<u>214,367</u>	<u>74,568</u>	65%
<u>Town Hall</u>				
Town Hall - Expenditure	126,336	201,770	75,434	63%
Town Hall - Income	-38,379	-126,300	-87,921	30%
Net Expenditure over Income	<u>87,957</u>	<u>75,470</u>	<u>-12,487</u>	117%
<u>Public Toilets</u>	<u>7,544</u>	<u>16,050</u>	<u>8,506</u>	47%
<u>Town Hall, Assets and Services - Net Expenditure</u>	<u>235,615</u>	<u>332,892</u>	<u>97,277</u>	71%
<u>Capital</u>	<u>35,889</u>	<u>46,770</u>	<u>10,881</u>	77%
<u>Total Net Expenditure</u>	<u>581,047</u>	<u>923,674</u>	<u>342,627</u>	63%
<u>Personnel</u>				
Staff Costs	<u>556,699</u>	<u>829,960</u>	<u>273,261</u>	67%

Reserves as at 31/12/20

General Reserve	218,561
Capital Equipment Fund	34,468
Capital Contingency Fund	312,608
EMR Elections	20,000
EMR Crime Prevention/Traffic calming	7,357
EMR Covid 19 Fund	18,247
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 Tourism	9,169
EMR Marketing	5,000
EMR Congleton Neighbourhood Plan	9,664
EMR Cenotaph	59,056
EMR Rotary Bonfire	5,000
EMR Civic	1,000
	<u>775,253</u>

AGENDA ITEM 11

Date: 13/01/2021

Congleton Town Council

Page 1

Time: 16:47

Bank Reconciliation Statement as at 31/12/2020
for Cashbook 1 - RBS Current/I Access Acct

User: JP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	31/12/2020	745	107,839.18
			107,839.18
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			107,839.18
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			107,839.18
		Balance per Cash Book is :-	107,839.18
		Difference is :-	0.00

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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE	Finance and Policy Committee												
MEETING DATE AND TIME	28 th January 2021 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.												
	<p align="center">Congleton Town Council - Savings account balances</p> <p align="center"><u>Balances as at 31st December 2020</u></p> <table> <tr> <td>Balance per Business Reserve Account (10180876)</td> <td align="right">766,093.62</td> </tr> <tr> <td>Cambridge and Counties 1 year fixed deposit</td> <td align="right">150,000.00</td> </tr> <tr> <td>CCLA deposit</td> <td align="right">150,000.00</td> </tr> <tr> <td></td> <td align="right"><hr/></td> </tr> <tr> <td></td> <td align="right"><u><u>1,066,093.62</u></u></td> </tr> </table>			Balance per Business Reserve Account (10180876)	766,093.62	Cambridge and Counties 1 year fixed deposit	150,000.00	CCLA deposit	150,000.00		<hr/>		<u><u>1,066,093.62</u></u>
Balance per Business Reserve Account (10180876)	766,093.62												
Cambridge and Counties 1 year fixed deposit	150,000.00												
CCLA deposit	150,000.00												
	<hr/>												
	<u><u>1,066,093.62</u></u>												
Decision Requested	To receive the Savings Account balances as at 31 st December 2020												

List of Payments made between 01/11/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2020	Prism Solutions	dd	114.31		64835/12027/call charges
02/11/2020	Cheshire East Council	DD	2,739.00		T H Business Rates
02/11/2020	Cheshire East Council	DD	216.00		Business Rates toilets
06/11/2020	BACS P/L Pymnt Page 2500	BACS Pymnt	10,022.53		BACS P/L Pymnt Page 2500
06/11/2020	staffordshire moorlands	BACS	90.00		mayors ball refund
06/11/2020	league of friends	BACS	250.00		league of friends grant
06/11/2020	Jude James	BACS	450.00		Mayors Ball refund
06/11/2020	R I Fletcher	BACS	90.00		Mayors ball refund - alsager
06/11/2020	J A Jackson	BACS	90.00		Mayors Ball refund - macclesfi
06/11/2020	Knutsford Town Council	BACS	90.00		mayors ball refund
13/11/2020	BACS P/L Pymnt Page 2503	BACS Pymnt	9,553.57		BACS P/L Pymnt Page 2503
16/11/2020	bankline	BACS	64.30		bankline
17/11/2020	West Mercia Energy	dd	702.64		11051118/12081/T Hall gas
18/11/2020	ctc payroll	BACS	61,607.30		payroll/salaries
20/11/2020	BACS P/L Pymnt Page 2506	BACS Pymnt	9,836.84		BACS P/L Pymnt Page 2506
20/11/2020	bank charges	BACS	9.25		bank charges
20/11/2020	1st Gawsworth girls bridgade	BACS	140.00		Grant FAP14/2021
23/11/2020	EE Ltd	dd	71.73		01285795732/12175/Call charges
25/11/2020	Prism Solutions	dd	1,098.22		130403/12137/IT Support
30/11/2020	Suez Recycling and Recovery UK	DD	309.42		32096678/12074/waste recycling
30/11/2020	RBS Credit Card	Dd	279.52		031120/12101/various
30/11/2020	Allpay - Plus Dane	DD	36.28		allotments
01/12/2020	Prism Solutions	DD	115.62		64984/12136/call charges
01/12/2020	Cheshire East Council	DD	5,478.00		Town Hall Business Rates
01/12/2020	Cheshire East Council	DD	216.00		Business Rates Public Toilets
04/12/2020	BACS P/L Pymnt Page 2511	BACS Pymnt	53,290.96		BACS P/L Pymnt Page 2511
04/12/2020	Kanga Health	BACS	450.00		Mayors Ball Refund
11/12/2020	BACS P/L Pymnt Page 2520	BACS Pymnt	2,916.17		BACS P/L Pymnt Page 2520
11/12/2020	British Telecom	dd	45.47		Q082L5/12161/call charges
11/12/2020	Purchase Power	DD	29.92		BH764211/12210/printer paper
14/12/2020	Petty cash	008962	166.88		petty cash
15/12/2020	bankline	BACS	58.70		Bank charges
16/12/2020	West Mercia Energy	Dd	1,408.89		11058211/12157/P Pool electric
16/12/2020	BACS P/L Pymnt Page 2532	BACS Pymnt	-864.00		BACS P/L Pymnt Page 2532
18/12/2020	BACS P/L Pymnt Page 2523	BACS Pymnt	18,646.00		BACS P/L Pymnt Page 2523
18/12/2020	ctc payroll	BACS	60,706.63		payroll
18/12/2020	Poppy Appeal	BACS	55.50		3 x poppy wreaths
21/12/2020	bank charges	BACS	7.65		bank charges
22/12/2020	West Mercia Energy	dd	2,699.16		C91002598/12160/T Hall elec cr
23/12/2020	EE Ltd	dD	70.98		0128589960/12191/call chrsg
24/12/2020	BACS P/L Pymnt Page 2528	BACS Pymnt	3,607.16		BACS P/L Pymnt Page 2528
24/12/2020	BACS P/L Pymnt Page 2530	BACS Pymnt	1,296.00		BACS P/L Pymnt Page 2530
24/12/2020	cong bowling club	008961	250.00		Grant GR11/2021
24/12/2020	R Burgess	BACS	86.24		Reimburse Zoom acc
29/12/2020	Allpay - Plus Dane	DD	36.28		Allotment rental
29/12/2020	Prism Solutions	DD	1,370.58		132101/12226/IT Support
29/12/2020	RBS Credit Card	dd	953.73		03122020/12223/seed,bulbs,zoom

List of Payments made between 01/11/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/12/2020	Suez Recycling and Recovery UK	Dd	297.04		32127094/12168/waste Recyclin
Total Payments			<u>251,256.47</u>		

List of Purchase Ledger Payments

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
BESTCONNEX The Best Connection Group							
3247679/12042/S scape temp Authorised: rb	30/10/2020	3247679	1	620.27	0.00	620.27	0.00
					0.00	620.27	
Above paid on 06/11/2020 by Online Payment Ref BESTCONNEX							
CAVERN Cavern Protective Clothing							
18757/12045/S Scape PPE Authorised: rb	16/10/2020	18757	1	22.20	0.00	22.20	0.00
18758/12043/S Scape PPE Authorised: rb	22/10/2020	18758	1	221.40	0.00	221.40	0.00
18760/12044/S scape PPE Authorised: rb	22/10/2020	18760	1	58.20	0.00	58.20	0.00
					0.00	301.80	
Above paid on 06/11/2020 by Online Payment Ref CAVERN							
CHS Congleton High School							
DI101100570/12048/luncheon clu Authorised: mjw	29/10/2020	DI101100570	1	14.00	0.00	14.00	0.00
					0.00	14.00	
Above paid on 06/11/2020 by Online Payment Ref CHS							
CONGGARDEN Congleton Garden Machinery Ltd							
37614/12046/parts for mower Authorised: rb	09/09/2020	37614	1	70.26	0.00	70.26	0.00
38072/12047/repair mower Authorised: rb	24/09/2020	38072	1	69.40	0.00	69.40	0.00
					0.00	139.66	
Above paid on 06/11/2020 by Online Payment Ref CONGGARDEN							
CONGPOP Congleton Poppy Appeal							
ONE/12049/3 x poppy wreaths Authorised: lm	23/10/2020	ONE	1	55.50	0.00	55.50	0.00
					0.00	55.50	
Above paid on 06/11/2020 by Online Payment Ref CONGPOP							

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
DCASSIST D C Assist Ltd							
<i>TH0075/12062/toilet cleaning</i>	30/10/2020	TH0075	1	187.50	0.00	187.50	0.00
Authorised: mjlw							
					<u>0.00</u>	<u>187.50</u>	
Above paid on 06/11/2020 by Online Payment Ref DCASSIST							
FOUR Four Oaks Nurseries Ltd							
<i>104998/12050/plants for park</i>	22/10/2020	104998	1	80.34	0.00	80.34	0.00
Authorised: rb							
					<u>0.00</u>	<u>80.34</u>	
Above paid on 06/11/2020 by Online Payment Ref FOUR							
KGLOACH K G Loach							
<i>46299/12052/fertiliser</i>	21/10/2020	46299	1	126.00	0.00	126.00	0.00
Authorised: rb							
<i>46313/12053/compost</i>	23/10/2020	46313	1	396.00	0.00	396.00	0.00
Authorised: rb							
<i>46314/12054/bark chips</i>	23/10/2020	46314	1	100.80	0.00	100.80	0.00
Authorised: rb							
					<u>0.00</u>	<u>622.80</u>	
Above paid on 06/11/2020 by Online Payment Ref KGLOACH							
LANDSCAPE Landscape Supply Company							
<i>95676/12055/various tools</i>	29/10/2020	95676	1	424.28	0.00	424.28	0.00
Authorised: rb							
					<u>0.00</u>	<u>424.28</u>	
Above paid on 06/11/2020 by Online Payment Ref LANDSCAPE							
LEGAL Legal & General Assurance Society							
<i>221020/12056/ill health insura</i>	22/10/2020	221020	1	6,477.96	0.00	6,477.96	0.00
Authorised: jp							
					<u>0.00</u>	<u>6,477.96</u>	
Above paid on 06/11/2020 by Online Payment Ref LEGAL							

Continued over page

List of Purchase Ledger Payments

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
LESHALMAN Les Halman Nurseries Ltd							
57084/12051/winter bedding Authorised: rb	26/10/2020	57084	1	749.23	0.00	749.23	0.00
					<u>0.00</u>	<u>749.23</u>	
Above paid on 06/11/2020 by Online Payment Ref LESHALMAN							
MAC MAC Tool & Plant Hire Ltd							
7516/12057/blower repairs Authorised: rb	23/10/2020	7516	1	48.00	0.00	48.00	0.00
					<u>0.00</u>	<u>48.00</u>	
Above paid on 06/11/2020 by Online Payment Ref MAC							
THOMSON Thomson Planning Partnership Ltd							
57/012/AT016/12059/N/plan Authorised: dm	28/10/2020	57/012/AT016	1	270.00	0.00	270.00	0.00
					<u>0.00</u>	<u>270.00</u>	
Above paid on 06/11/2020 by Online Payment Ref THOMSON							
WESTWALLAS West Wallasey Contract Hire							
MC93816/12060/puncture repair Authorised: rb	26/10/2020	MC93816	1	31.19	0.00	31.19	0.00
					<u>0.00</u>	<u>31.19</u>	
Above paid on 06/11/2020 by Online Payment Ref WESTWALLAS							
Total Purchase Ledger Payments						<u>0.00</u>	<u>10,022.53</u>

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CITRON Citron Hygiene UK Ltd							
CN30024230/12063/clinical wast Authorised: mjlw	01/04/2020	CN30024230	1	126.53	0.00	126.53	0.00
CN30024231/12064/Clinical wast Authorised: mjlw	01/04/2020	CN30024231	1	81.92	0.00	81.92	0.00
CN30049238/12065/clinical wast Authorised: mjlw	01/10/2020	CN30049238	1	84.53	0.00	84.53	0.00
CN30049239/12066/clinical wast Authorised: mjlw	01/10/2020	CN30049239	1	39.92	0.00	39.92	0.00
					0.00	332.90	

Above paid on 13/11/2020 by Online Payment Ref CITRON

DCASSIST D C Assist Ltd							
TH0074/12067/toilet cleaning Authorised: mjlw	23/10/2020	TH0074	1	187.50	0.00	187.50	0.00
					0.00	187.50	

Above paid on 13/11/2020 by Online Payment Ref DCASSIST

HANDY Handy Cabin							
3614-0/12070/varnish & brushes Authorised: rb	17/09/2020	3614-0	1	19.40	0.00	19.40	0.00
3615-0/12068/paint Authorised: rb	17/09/2020	3615-0	1	8.95	0.00	8.95	0.00
3613-0/12069/paint, brushes Authorised: rb	07/10/2020	3613-0	1	21.70	0.00	21.70	0.00
					0.00	50.05	

Above paid on 13/11/2020 by Online Payment Ref HANDY

MATTHEWS A P Matthews Nurseries Ltd							
37008/12071/grasses/shrubs Authorised: rb	06/10/2020	37008	1	72.48	0.00	72.48	0.00
					0.00	72.48	

Above paid on 13/11/2020 by Online Payment Ref MATTHEWS

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PCCC Police & Crime Commissioner for Cheshire							
110720002302/12072/PCSO Authorised: dm	30/10/2020	110720002302	1	8,320.00	0.00	8,320.00	0.00
					<u>0.00</u>	<u>8,320.00</u>	
Above paid on 13/11/2020 by Online Payment Ref PCCC							
TALKECHEM Talke Chemical Company Limited							
66266/12075/green bin sacks Authorised: rb	28/10/2020	66266	1	384.00	0.00	384.00	0.00
66267/12076/dog fouling bags Authorised: rb	30/10/2020	66267	1	106.74	0.00	106.74	0.00
					<u>0.00</u>	<u>490.74</u>	
Above paid on 13/11/2020 by Online Payment Ref TALKECHEM							
WATERLOGIC Waterlogic GB Ltd							
5877690/12077/T H Water Authorised: mjw	31/10/2020	5877690	1	99.90	0.00	99.90	0.00
					<u>0.00</u>	<u>99.90</u>	
Above paid on 13/11/2020 by Online Payment Ref WATERLOGIC							
Total Purchase Ledger Payments						<u>0.00</u>	<u>9,553.57</u>

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ANSA Ansa Environmental Services							
531025812/12090/HR support	12/11/2020	531025812	1	1,054.96	0.00	1,054.96	0.00
Authorised: jp							
					0.00	1,054.96	

Above paid on 20/11/2020 by Online Payment Ref ANSA

ARCHER Archer Signs & Panels Ltd							
112557/12083/Fire signs	03/11/2020	112557	1	117.54	0.00	117.54	0.00
Authorised: rb							
					0.00	117.54	

Above paid on 20/11/2020 by Online Payment Ref ARCHER

AUDITING Auditing Solutions Ltd							
A6727/12084/internal audit	16/11/2020	A6727	1	534.00	0.00	534.00	0.00
Authorised: jp							
					0.00	534.00	

Above paid on 20/11/2020 by Online Payment Ref AUDITING

BESTCONNEX The Best Connection Group							
3251031/12086/S scape temp	06/11/2020	3251031	1	620.27	0.00	620.27	0.00
Authorised: rb							
3254433/12085/S scape temp	13/11/2020	3254433	1	720.88	0.00	720.88	0.00
Authorised: rb							
					0.00	1,341.15	

Above paid on 20/11/2020 by Online Payment Ref BESTCONNEX

BOMFORD Bomford Office Products Ltd							
87318/12087/Nov stationary	09/11/2020	87318	1	182.66	0.00	182.66	0.00
Authorised: mh							
					0.00	182.66	

Above paid on 20/11/2020 by Online Payment Ref BOMFORD

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAVERN Cavern Protective Clothing							
18762/12088/S scape PPE Authorised: rb	02/11/2020	18762	1	164.40	0.00	164.40	0.00
18763/12089/S scape PPE Authorised: rb	05/11/2020	18763	1	114.60	0.00	114.60	0.00
					0.00	279.00	
Above paid on 20/11/2020 by Online Payment Ref CAVERN							
CCP Congleton Community Projects							
161120/12094/town board covid Authorised: jm	16/11/2020	161120	1	360.00	0.00	360.00	0.00
					0.00	360.00	
Above paid on 20/11/2020 by Online Payment Ref CCP							
CHAINS Chains & Lifting Tackle (Midlands) Ltd							
107443/12091/safety inspection Authorised: mjw	04/11/2020	107443	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 20/11/2020 by Online Payment Ref CHAINS							
CHESHEAST Cheshire East Council							
05112020/12092/lottery licence Authorised: jm	05/11/2020	05112020	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 20/11/2020 by Online Payment Ref CHESHEAST							
CHRONICLE Heads Congleton Limited							
120046/12093/rememb advert Authorised: jm	05/11/2020	120046	1	182.40	0.00	182.40	0.00
					0.00	182.40	
Above paid on 20/11/2020 by Online Payment Ref CHRONICLE							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCASSIST D C Assist Ltd							
<i>TH0075A/12095/toilet cleaning</i> Authorised: mjjw	06/11/2020	TH0075A	1	187.50	0.00	187.50	0.00
<i>13112020/12096/toilet cleaning</i> Authorised: rb	13/11/2020	13112020	1	187.50	0.00	187.50	0.00
					<u>0.00</u>	<u>375.00</u>	
Above paid on 20/11/2020 by Online Payment Ref DCASSIST							
KGLOACH K G Loach							
<i>46407/12097/compost, scoop</i> Authorised: rb	06/11/2020	46407	1	396.84	0.00	396.84	0.00
					<u>0.00</u>	<u>396.84</u>	
Above paid on 20/11/2020 by Online Payment Ref KGLOACH							
LANDSCAPE Landscape Supply Company							
<i>96075/12098/bulb planters</i> Authorised: rb	13/11/2020	96075	1	107.17	0.00	107.17	0.00
					<u>0.00</u>	<u>107.17</u>	
Above paid on 20/11/2020 by Online Payment Ref LANDSCAPE							
MATTHEWS A P Matthews Nurseries Ltd							
<i>37095/12099/plants P/ship</i> Authorised: rb	06/11/2020	37095	1	206.76	0.00	206.76	0.00
					<u>0.00</u>	<u>206.76</u>	
Above paid on 20/11/2020 by Online Payment Ref MATTHEWS							
MOORE R.J.& J. Moore							
<i>100/12100/2 x little xmas tree</i> Authorised: mh	16/11/2020	100	1	31.00	0.00	31.00	0.00
					<u>0.00</u>	<u>31.00</u>	
Above paid on 20/11/2020 by Online Payment Ref MOORE							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PORTERS Porters Service Station Ltd							
00880/12082/vehicle fuel Authorised: rb	31/10/2020	00880	1	785.41	0.00	785.41	0.00
					0.00	785.41	
Above paid on 20/11/2020 by Online Payment Ref PORTERS							
RBSSOFTWAR Rialtas Business Solutions							
SM22466/12102/VAT digital Authorised: jp	16/11/2020	SM22466	1	70.80	0.00	70.80	0.00
					0.00	70.80	
Above paid on 20/11/2020 by Online Payment Ref RBSSOFTWAR							
SHRED IT Shred-it Ltd							
9504507842/12103/shredding ser Authorised: rb	16/11/2020	9504507842	1	129.10	0.00	129.10	0.00
					0.00	129.10	
Above paid on 20/11/2020 by Online Payment Ref SHREDIT							
TALKECHEM Talke Chemical Company Limited							
66269/12104/pan & brush set Authorised: rb	02/11/2020	66269	1	55.20	0.00	55.20	0.00
					0.00	55.20	
Above paid on 20/11/2020 by Online Payment Ref TALKECHEM							
WESTWALLAS West Wallasey Contract Hire							
1101906/12105/lease vans Authorised: rb	11/11/2020	CH101906	1	3,427.85	0.00	3,427.85	0.00
					0.00	3,427.85	
Above paid on 20/11/2020 by Online Payment Ref WESTWALLAS							
Total Purchase Ledger Payments						0.00	9,836.84

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ADPROFILE A D Profile Ltd							
1542/12106/xmas banners Authorised: mh	27/11/2020	1542	1	140.00	0.00	140.00	0.00
					0.00	140.00	
Above paid on 04/12/2020 by Online Payment Ref ADPROFILE							
BESTCONNEX The Best Connection Group							
3257731/12107/S scape temp Authorised: rb	20/11/2020	3257731	1	620.27	0.00	620.27	0.00
3261096/12108/S scape temp Authorised: rb	27/11/2020	3261096	1	620.27	0.00	620.27	0.00
					0.00	1,240.54	
Above paid on 04/12/2020 by Online Payment Ref BESTCONNEX							
CALC Cheshire Association of Local Councils							
2020/612/12110/webinar trainin Authorised: lm	20/11/2020	2020/612	1	85.00	0.00	85.00	0.00
2020/613/12111/webinar trainin Authorised: lm	20/11/2020	2020/613	1	120.00	0.00	120.00	0.00
					0.00	205.00	
Above paid on 04/12/2020 by Online Payment Ref CALC							
CARBUTTS Carbutts Turf Ltd							
103360/12109/turf - cenotaph Authorised: rb	30/11/2020	103360	1	235.20	0.00	235.20	0.00
					0.00	235.20	
Above paid on 04/12/2020 by Online Payment Ref CARBUTTS							
CCP Congleton Community Projects							
16112020/12112/xmas banners Authorised: mh	16/11/2020	16112020	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 04/12/2020 by Online Payment Ref CCP							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CFH Congleton Food Hub							
001/12113/hampers, toy boxes Authorised: jm	25/11/2020	001	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 04/12/2020 by Online Payment Ref CFH							
CHC CHC Video							
001/12120/xmas light video Authorised: mh	29/11/2020	001	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 04/12/2020 by Online Payment Ref CHC							
CHS Congleton High School							
DI101100581/12114/toy poster Authorised: mh	27/11/2020	DI101100581	1	20.00	0.00	20.00	0.00
DI101100583/12115/covid flyers Authorised: mh	27/11/2020	DI101100583	1	18.00	0.00	18.00	0.00
					0.00	38.00	
Above paid on 04/12/2020 by Online Payment Ref CHS							
DCASSIST D C Assist Ltd							
TH0077/12116/toilet clening Authorised: mjw	27/11/2020	TH0077	1	187.50	0.00	187.50	0.00
					0.00	187.50	
Above paid on 04/12/2020 by Online Payment Ref DCASSIST							
ECCCE E Cheshire Chamber of Comm & Enterprise							
8919/12117/membership fee Authorised: dm	05/10/2020	8919	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 04/12/2020 by Online Payment Ref ECCCE							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GAULD John Gauld Photography							
19JPG1126/12118/mayor xmas car Authorised: 421/2021	25/11/2020	19JPG1126	1	50.00	0.00	50.00	0.00
					<u>0.00</u>	<u>50.00</u>	
Above paid on 04/12/2020 by Online Payment Ref GAULD							
HAYMAN Hayman Mechanical Services Ltd							
23505/12119/boiler parts Authorised: mjl	26/11/2020	23505	1	476.26	0.00	476.26	0.00
					<u>0.00</u>	<u>476.26</u>	
Above paid on 04/12/2020 by Online Payment Ref HAYMAN							
LAC LAC Autoparts							
LP582792I/12122/oxide primer Authorised: rb	01/04/2020	LP582792I	1	6.95	0.00	6.95	0.00
PB556927I/12121/cleaner, seale Authorised: rb	01/04/2020	PB556927I	1	8.90	0.00	8.90	0.00
PB601435I/12123/grease spray Authorised: rb	01/04/2020	PB601435I	1	11.90	0.00	11.90	0.00
					<u>0.00</u>	<u>27.75</u>	
Above paid on 04/12/2020 by Online Payment Ref LAC							
LANDSCAPE Landscape Supply Company							
96300/12124/sanitiser/litter p Authorised: rb	24/11/2020	96300	1	295.56	0.00	295.56	0.00
96330/12126/S scape supplies Authorised: rb	24/11/2020	96330	1	381.34	0.00	381.34	0.00
96459/12125/chainsaw, gloves Authorised: rb	30/11/2020	96459	1	163.94	0.00	163.94	0.00
					<u>0.00</u>	<u>840.84</u>	
Above paid on 04/12/2020 by Online Payment Ref LANDSCAPE							
LIGHTECH Lightech Sound & Light Ltd							
10323/12127/poppy projection Authorised: mjl	23/11/2020	10323	1	924.00	0.00	924.00	0.00
					<u>0.00</u>	<u>924.00</u>	
Above paid on 04/12/2020 by Online Payment Ref LIGHTECH							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LITE LITE Limited							
221179/12129/lights 4 tree Authorised: mh	17/11/2020	221179	1	1,674.00	0.00	1,674.00	0.00
221283/12128/Xmas Lights Authorised: mh	25/11/2020	221283	1	10,418.40	0.00	10,418.40	0.00
					0.00	12,092.40	
Above paid on 04/12/2020 by Online Payment Ref LITE							
MAXIGIENE Maxigiene Enviromental Services Ltd							
26293C/12131/legionella testin Authorised: mjlw	23/11/2020	26293C	1	108.00	0.00	108.00	0.00
					0.00	108.00	
Above paid on 04/12/2020 by Online Payment Ref MAXIGIENE							
MIDLAND Midland Masonry							
7497/12132/Cenotaph to date Authorised: dm	07/10/2020	7497	1	27,956.96	0.00	27,956.96	0.00
					0.00	27,956.96	
Above paid on 04/12/2020 by Online Payment Ref MIDLAND							
MOORE R.J. & J. Moore							
21/12133/little xmas trees Authorised: mh	03/11/2020	21	1	1,550.00	0.00	1,550.00	0.00
					0.00	1,550.00	
Above paid on 04/12/2020 by Online Payment Ref MOORE							
PFK PFK Littlejohn LLP							
CH0056/12130/external audit Authorised: jp	20/11/2020	CH0056	1	2,400.00	0.00	2,400.00	0.00
					0.00	2,400.00	
Above paid on 04/12/2020 by Online Payment Ref PFK							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PPLPRS PPL PRS Limited							
SCR240732/12135/credit Authorised: mjlw	30/11/2020	SCR240732	1	-230.51	0.00	-209.14	-21.37
SIN1573793/12134/music licence Authorised: mjlw	30/11/2020	SIN1573793	1	209.14	0.00	209.14	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
SILVERMAZE Silvermaze Ltd							
21990/12138/Town Map print Authorised: mh	30/11/2020	21990	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 04/12/2020 by Online Payment Ref SILVERMAZE							
SPIRAL Spiral Colour							
35475/12140/xmas banners Authorised: mh	30/11/2020	35475	1	286.80	0.00	286.80	0.00
35514/12139/plaque Authorised: mh	30/11/2020	35514	1	51.60	0.00	51.60	0.00
					0.00	338.40	
Above paid on 04/12/2020 by Online Payment Ref SPIRAL							
TALKECHEM Talke Chemical Company Limited							
66270/12145/picture frames Authorised: rb	16/11/2020	66270	1	180.00	0.00	180.00	0.00
66272/12144/S scape ppe Authorised: rb	16/11/2020	66272	1	144.00	0.00	144.00	0.00
66276/12141/T H stock Authorised: mjlw	16/11/2020	66276	1	147.31	0.00	147.31	0.00
66277/12142/toilet clean stock Authorised: mjlw	16/11/2020	66277	1	231.49	0.00	231.49	0.00
66278/12143/Park toilet stock Authorised: rb	16/11/2020	66278	1	295.22	0.00	295.22	0.00
					0.00	998.02	
Above paid on 04/12/2020 by Online Payment Ref TALKECHEM							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
THREADFAST Threadfast Engineers 1984 Ltd							
<i>SIN107712/12146/T H Door locks</i>	23/11/2020	SIN107712	1	157.19	0.00	157.19	0.00
Authorised: mjl							
						0.00	157.19
Above paid on 04/12/2020 by Online Payment Ref THREADFAST							
TSELECT T & S Electrical Limited							
<i>2208/12147/toilet light fix</i>	18/11/2020	2208	1	241.43	0.00	241.43	0.00
Authorised: mjl							
						0.00	241.43
Above paid on 04/12/2020 by Online Payment Ref TSELECT							
VIBRANT Vibrant Graphics Ltd							
<i>029754/12148/In Bloom calendar</i>	17/11/2020	029754	1	360.00	0.00	360.00	0.00
Authorised: mh							
						0.00	360.00
Above paid on 04/12/2020 by Online Payment Ref VIBRANT							
WATER Water Plus Ltd							
<i>05969987/12151/T H Water</i>	10/11/2020	05969987	1	1,123.36	0.00	1,123.36	0.00
Authorised: jp							
<i>05786154/12150/T Hall water</i>	20/11/2020	05786154	1	250.83	0.00	250.83	0.00
Authorised: jp							
						0.00	1,374.19
Above paid on 04/12/2020 by Online Payment Ref WATER							
WATERPLUS1 Water Plus Ltd							
<i>05818297/12149/allotments wate</i>	20/11/2020	05818297	1	81.28	0.00	81.28	0.00
Authorised: jp							
						0.00	81.28
Above paid on 04/12/2020 by Online Payment Ref WATERPLUS1							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WATERPLUS2 Water Plus Ltd							
CRN01028406/12152/P Pool Authorised: jp	26/08/2020	CRN01028406	1	-345.08	0.00	-104.40	-240.68
05996346/12153/P Pool water Authorised: jp	17/11/2020	05996346	1	104.40	0.00	104.40	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
Total Purchase Ledger Payments						0.00	53,290.96

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CATMEDIA Cat Social Media							
0705/12162/P Ship website Authorised: ms	30/11/2020	0705	1	330.00	0.00	330.00	0.00
					<u>0.00</u>	<u>330.00</u>	
Above paid on 11/12/2020 by Online Payment Ref CATMEDIA							
CAVERN Cavern Protective Clothing							
18766/12163/S scape PPE Authorised: rb	20/11/2020	18766	1	201.60	0.00	201.60	0.00
					<u>0.00</u>	<u>201.60</u>	
Above paid on 11/12/2020 by Online Payment Ref CAVERN							
DCASSIST D C Assist Ltd							
0077A/12164/toilet cleaning Authorised: mjw	20/11/2020	0077A	1	187.50	0.00	187.50	0.00
					<u>0.00</u>	<u>187.50</u>	
Above paid on 11/12/2020 by Online Payment Ref DCASSIST							
PAINTERS Painters Supply Ltd							
35856/12165/paint, varnish etc Authorised: rb	25/11/2020	35856	1	108.58	0.00	108.58	0.00
35857/12166/credit Authorised: rb	25/11/2020	35857	1	-24.72	0.00	-24.72	0.00
					<u>0.00</u>	<u>83.86</u>	
Above paid on 11/12/2020 by Online Payment Ref PAINTERS							
PORTERS Porters Service Station Ltd							
0000982/12167/vehicle fuel Authorised: rb	30/11/2020	0000982	1	845.11	0.00	845.11	0.00
					<u>0.00</u>	<u>845.11</u>	
Above paid on 11/12/2020 by Online Payment Ref PORTERS							

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TALKECHEM Talke Chemical Company Limited							
66280/12170/nitrile dispos glo Authorised: rb	23/11/2020	66280	1	171.60	0.00	171.60	0.00
66274/12169/janitorial cart Authorised: mjlw	26/11/2020	66274	1	144.00	0.00	144.00	0.00
					0.00	315.60	
Above paid on 11/12/2020 by Online Payment Ref TALKECHEM							
TMC TMC Creative Ltd							
7527/12171/MyCongleton website Authorised: jm	30/11/2020	7527	1	546.00	0.00	546.00	0.00
7528/12172/website works Authorised: amw	30/11/2020	7528	1	168.00	0.00	168.00	0.00
					0.00	714.00	
Above paid on 11/12/2020 by Online Payment Ref TMC							
TRAVIS Travis Perkins Trading Company Ltd							
3640AGK920/12173/slabs Authorised: rb	24/11/2020	3640AGK920	1	196.20	0.00	196.20	0.00
					0.00	196.20	
Above paid on 11/12/2020 by Online Payment Ref TRAVIS							
WATERLOGIC Waterlogic GB Ltd							
5932437/12174/cooler rental et Authorised: mjlw	30/11/2020	5932437	1	42.30	0.00	42.30	0.00
					0.00	42.30	
Above paid on 11/12/2020 by Online Payment Ref WATERLOGIC							
Total Purchase Ledger Payments						0.00	2,916.17

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BENSON Ruth Benson Landscape Planning & Design							
111220/12176/N/Plan works Authorised: dm	11/12/2020	111220	1	600.00	0.00	600.00	0.00
						<u>0.00</u>	<u>600.00</u>

Above paid on 18/12/2020 by Online Payment Ref BENSON

BESTCONNEX The Best Connection Group							
3264369/12178/S scape temp Authorised: rb	04/12/2020	3264369	1	620.27	0.00	620.27	0.00
3267742/12177/S scape temp Authorised: rb	11/12/2020	3267742	1	620.27	0.00	620.27	0.00
						<u>0.00</u>	<u>1,240.54</u>

Above paid on 18/12/2020 by Online Payment Ref BESTCONNEX

BOMFORD Bomford Office Products Ltd							
87631/12179/envelopes mayor Authorised: mh	07/12/2020	87631	1	81.38	0.00	81.38	0.00
87717/12180/laptop case Authorised: mh	15/12/2020	87717	1	37.49	0.00	37.49	0.00
						<u>0.00</u>	<u>118.87</u>

Above paid on 18/12/2020 by Online Payment Ref BOMFORD

BRITTON Britton Signs							
151220/12206/shop vinyls Authorised: jm	15/12/2020	151220	1	400.00	0.00	400.00	0.00
						<u>0.00</u>	<u>400.00</u>

Above paid on 18/12/2020 by Online Payment Ref BRITTON

CALC Cheshire Association of Local Councils							
2020/670/12189/Cllr training Authorised: lm	10/12/2020	2020/670	1	30.00	0.00	30.00	0.00
						<u>0.00</u>	<u>30.00</u>

Above paid on 18/12/2020 by Online Payment Ref CALC

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Entered Month 9
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CANDA Canda Copying Ltd							
418659/12181/B & W copying Authorised: jp	01/12/2020	418659	1	176.25	0.00	176.25	0.00
418660/12182/colour copying Authorised: jp	01/12/2020	418660	1	183.83	0.00	183.83	0.00
					0.00	360.08	
Above paid on 18/12/2020 by Online Payment Ref CANDA							
CARTER Mr John K Carter							
111220/12183/Cenotaph works Authorised: ms	11/12/2020	111220	1	965.15	0.00	965.15	0.00
					0.00	965.15	
Above paid on 18/12/2020 by Online Payment Ref CARTER							
CHESHEAST Cheshire East Council							
44176632/12184/TIC staff hours Authorised: jp	10/12/2020	44176632	1	3,700.00	0.00	3,700.00	0.00
					0.00	3,700.00	
Above paid on 18/12/2020 by Online Payment Ref CHESHEAST							
CHRONICLE Heads Congleton Limited							
120277/12185/Christmas feature Authorised: jm	03/12/2020	120277	1	360.00	0.00	360.00	0.00
					0.00	360.00	
Above paid on 18/12/2020 by Online Payment Ref CHRONICLE							
CHS Congleton High School							
DI101100598/12186/xms cards Authorised: mh	08/12/2020	DI101100598	1	171.12	0.00	171.12	0.00
DI101100600/12187/santa trail Authorised: mh	08/12/2020	DI101100600	1	85.60	0.00	85.60	0.00
DI101100601/12188/P/ship flyer Authorised: ms	08/12/2020	DI101100601	1	56.00	0.00	56.00	0.00
					0.00	312.72	
Above paid on 18/12/2020 by Online Payment Ref CHS							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCASSIST D C Assist Ltd							
<i>TH0078/12190/toilet cleaning</i>	04/12/2020	TH0078	1	187.50	0.00	187.50	0.00
Authorised: mjl							
					<u>0.00</u>	<u>187.50</u>	
Above paid on 18/12/2020 by Online Payment Ref DCASSIST							
LANDSCAPE Landscape Supply Company							
<i>96504/12193/s scape sundries</i>	01/12/2020	96504	1	146.05	0.00	146.05	0.00
Authorised: rb							
					<u>0.00</u>	<u>146.05</u>	
Above paid on 18/12/2020 by Online Payment Ref LANDSCAPE							
LIGHTECH Lightech Sound & Light Ltd							
<i>10342/12194/xmas lighting</i>	02/12/2020	10342	1	2,895.60	0.00	2,895.60	0.00
Authorised: mh ms							
					<u>0.00</u>	<u>2,895.60</u>	
Above paid on 18/12/2020 by Online Payment Ref LIGHTECH							
MAC MAC Tool & Plant Hire Ltd							
<i>7921/12195/blade sharpening</i>	04/12/2020	7921	1	45.00	0.00	45.00	0.00
Authorised: rb							
<i>7922/12196/Blade sharpening</i>	04/12/2020	7922	1	45.00	0.00	45.00	0.00
Authorised: rb							
<i>7923/12197/Blade sharpening</i>	04/12/2020	7923	1	45.00	0.00	45.00	0.00
Authorised: rb							
					<u>0.00</u>	<u>135.00</u>	
Above paid on 18/12/2020 by Online Payment Ref MAC							
RVW RVW Pugh Ltd							
<i>207084/12198/2 x mowers</i>	03/12/2020	207084	1	3,000.00	0.00	3,000.00	0.00
Authorised: rb							
					<u>0.00</u>	<u>3,000.00</u>	
Above paid on 18/12/2020 by Online Payment Ref RVW							

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List of Purchase Ledger Payments

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SHRED IT Shred-it Ltd							
9504549608/12200/shredding ser Authorised: rb	03/12/2020	9504549608	1	129.10	0.00	129.10	0.00
					<u>0.00</u>	<u>129.10</u>	
Above paid on 18/12/2020 by Online Payment Ref SHREDIT							
THOMSON Thomson Planning Partnership Ltd							
58/012/AT/016/12201/n plan Authorised: dm	01/12/2020	58/012/AT/016	1	162.00	0.00	162.00	0.00
					<u>0.00</u>	<u>162.00</u>	
Above paid on 18/12/2020 by Online Payment Ref THOMSON							
WATERPLUS1 Water Plus Ltd							
06058272/12202/HAAA water Authorised: jp	05/12/2020	06058272	1	19.88	0.00	19.88	0.00
					<u>0.00</u>	<u>19.88</u>	
Above paid on 18/12/2020 by Online Payment Ref WATERPLUS1							
WESTWALLAS West Wallasey Contract Hire							
CH112216/12203/lease vans Authorised: rb	08/12/2020	CH112216	1	3,427.85	0.00	3,427.85	0.00
					<u>0.00</u>	<u>3,427.85</u>	
Above paid on 18/12/2020 by Online Payment Ref WESTWALLAS							
WHITEIAN Ian White Landscape Supplies							
37/12204/topsoil cenotaph Authorised: rb	08/12/2020	2637	1	300.00	0.00	300.00	0.00
					<u>0.00</u>	<u>300.00</u>	
Above paid on 18/12/2020 by Online Payment Ref WHITEIAN							
ZURICHMUN Zurich Municiple							
503550440/12205/cenotaph adjus Authorised: jp	01/12/2020	503550440	1	155.66	0.00	155.66	0.00
					<u>0.00</u>	<u>155.66</u>	
Above paid on 18/12/2020 by Online Payment Ref ZURICHMUN							
Total Purchase Ledger Payments					<u>0.00</u>	<u>18,646.00</u>	

List of Purchase Ledger Payments

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BELMONT Belmont Fabrication (Congleton) Ltd							
16191/12224/ladder repairs Authorised: rb	17/12/2020	16191	1	24.00	0.00	24.00	0.00
					<u>0.00</u>	<u>24.00</u>	
Above paid on 24/12/2020 by Online Payment Ref BELMONT							
BESTCONNEX The Best Connection Group							
3271136/12207/S scape temp Authorised: rb	18/12/2020	3271136	1	620.27	0.00	620.27	0.00
					<u>0.00</u>	<u>620.27</u>	
Above paid on 24/12/2020 by Online Payment Ref BESTCONNEX							
DCASSIST D C Assist Ltd							
TH0080/12208/Toilet cleaning Authorised: mjlw	11/12/2020	TH0080	1	187.50	0.00	187.50	0.00
TH0081/12209/Toilet cleaning Authorised: mjlw	18/12/2020	TH0081	1	187.50	0.00	187.50	0.00
					<u>0.00</u>	<u>375.00</u>	
Above paid on 24/12/2020 by Online Payment Ref DCASSIST							
SJS SJS Building Supplies Ltd							
145960/12211/re-charge HC PC Authorised: rb	19/12/2020	145960	1	39.33	0.00	39.33	0.00
					<u>0.00</u>	<u>39.33</u>	
Above paid on 24/12/2020 by Online Payment Ref SJS							
STRINGER Stringer & Pickford							
11020/111/12212/Cenotaph proje Authorised: ms	15/12/2020	11020/111	1	1,575.00	0.00	1,575.00	0.00
					<u>0.00</u>	<u>1,575.00</u>	
Above paid on 24/12/2020 by Online Payment Ref STRINGER							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Company Limited							
66281/12213/bin sacks Authorised: rb	09/12/2020	66281	1	384.00	0.00	384.00	0.00
66282/12214/T H Cleaning stock Authorised: mjw	10/12/2020	66282	1	115.10	0.00	115.10	0.00
66283/12215/toilet cleaning st Authorised: mjw	11/12/2020	66283	1	229.65	0.00	229.65	0.00
					<u>0.00</u>	<u>728.75</u>	
Above paid on 24/12/2020 by Online Payment Ref TALKECHEM							
THREADFAST Threadfast Engineers 1984 Ltd							
108094/12216/drill bits Authorised: rb	16/12/2020	108094	1	6.66	0.00	6.66	0.00
					<u>0.00</u>	<u>6.66</u>	
Above paid on 24/12/2020 by Online Payment Ref THREADFAST							
TSELECT T & S Electrical Limited							
2229/12217/light repairs Authorised: mjw	21/12/2020	2229	1	238.15	0.00	238.15	0.00
					<u>0.00</u>	<u>238.15</u>	
Above paid on 24/12/2020 by Online Payment Ref TSELECT							
Total Purchase Ledger Payments					<u>0.00</u>	<u>3,607.16</u>	

List of Purchase Ledger Payments

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Entered Month 9
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LEAFLET The Leaflet Team TKD1426/12225/Town Guide deliv Authorised: mjlw	01/12/2020	TKD1426	1	1,296.00	0.00	1,296.00	0.00
						0.00	1,296.00
Above paid on 24/12/2020 by Online Payment Ref LEAFLET							
Total Purchase Ledger Payments						0.00	1,296.00

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	28 th January 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	15 Appointment of Internal Auditor		
Background	<p>The Town Council is required by Regulation 5(1) of the Accounts and Audit regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes”. The Council complied with the requirements in terms of independence from the Council decision making process by appointing Auditing Solutions Ltd to provide this function to the Council.</p> <p>As the Council’s Internal Auditor and under the revised audit arrangements, the Internal Auditor has a duty to complete the internal audit report in the Council’s Annual Return, which covers the basic financial systems, activities, operating procedures and requires assurances in separate areas as shown below.</p>		

AREA FOR REVIEW	EXPECTED ACHIEVEMENTS	ACHIEVED YES/NO	AREAS COVERED
Scope of internal audit	Terms of reference approved by council	Yes	Internal Audit covers: Risk arrangements, Security of Assets, review of minutes, insurance, security of assets, expenditure, income, accounting records, year-end accounts,
	Internal audit work takes into account risk assessment	Yes	Covered by financial risk assessment review and H & S safety review annually. Insurance risk assessed annually.
	Internal audit work takes into account wider control arrangements	Yes	Project budgeting process in place. Financial Regulations show delegated authority to spend Monthly variance reports in place and considered by F&P committee.

	Internal audit work covers anti-fraud and corruption arrangements	Yes	Cash handling procedures reviewed by internal auditor. Two staff handling all purchasing, and cash transactions.
Independence	Internal audit has direct access to those charged with governance	Yes	Chief Officer and internal audit discuss governance. Interim and annual audit reports discussed at meetings.
	Internal audit has no other role within the council	Yes	
Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	Internal auditor works with other councils.
	Responsibilities for officers and internal audit are defined in relation to internal control, risk management, fraud and corruption by means of a job description, engagement letter.	Yes	Chief Officer's Key Performance Areas show this, as do RFO's.
Audit Planning and Reporting	The annual internal audit plan properly takes account of all risks facing the council and has been approved by council.	Yes	Financial Risk review completed annually. Internal audit monitors against identified risk.
	Internal audit has reported in accordance with the plan	Yes	Internal audit investigation is thorough, and provides sound reports,
	Reports are received by council	Yes	Reports acted upon as shown by minutes.
	Planned internal audit work is based on risk assessment and designed	Yes	Largest risks covered by insurance i.e. loss of income.

	to meet the council's needs		
Understanding the whole organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	Internal Auditor fully updated on any new issues
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community	Yes	Auditor assessing work done by council on levels of risk.
Adds value	The council makes positive responses to internal audit's recommendations and follows up where action is needed	Yes	Audit reports scrutinised by F&P and acted upon.
Be forward looking	National agenda changes are considered.	Yes	Vision, Asset transfer, neighbourhood plan, growth of council, projects undertaken all indicators of change.
	Internal audit is aware of new developments in council services, risk management and corporate governance arrangements	Yes	Staff constantly update training
Be challenging	Focuses on risks and encourages development of own responses to risk management	Yes	
Right resources	Adequate resources are made available for internal audit's work	Yes	
	Internal audit understand the council	Yes	Internal auditor has been working with the council for a number of years.

Proposal	The current internal audit is provided by Accounting Solutions Ltd. They are a well-established company with extensive experience with Town and Parish Councils. They attend the council offices 3 times per year and have provided good advice. They work with many other councils in providing this service and are familiar with our processes and procedures. The fact that historically our external audit has been consistently good demonstrates that the guidance and support being provided by the Internal auditor is sound.
Finance	The cost for Accounting Solutions is circa £1335 p.a., the daily cost is £445 which includes travelling.
Decision Requested	That the F&P Committee resolve to approve continuing with Accounting Solutions for internal audit provision for the next financial year 2021-22

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	28 th January 2021 7.00pm	LOCATION	Via Zoom
REPORT FROM	Jackie Potts – Support Manager RFO		
AGENDA ITEM	16		
REPORT TITLE	Investment Policy and Strategy 2021/22		
Background	Congleton Town Council is required by the Local Government Act 2003 to prepare an Investment Policy and Strategy taking into account the Community Investments Guidance notes 1 st April 2010. These policies are contained within the Council's Constitution.		
Updates	The previous Investment Policy and Investment Strategy were approved in January 2020 and it is best practice to review annually.		
Decision Requested	To approve the Investment Policy and Strategy 2021/22		

Congleton Town Council

Investments Policy

I. Introduction

Congleton Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

In preparing its Investment Policy the Council is required to comply with the guidance notes issued under Section 15 (1) of the Local Government Act 2003. The current statutory Community and Local Government (CLG) Investments Guidance notes came into force on 1st April 2010.

Town and Parish Councils with a budget larger than £500,000 are not eligible for compensation under the Financial Services Compensation Scheme (FSCS).

2. Objectives

The general policy objective of the Council is prudent investment of its balances in line with the widely recognised investment policy expressed as SLY, Security, Liquidity and Yield. The Council's priorities are:

1. Security of its reserves.
2. The Liquidity of its investments.
3. The Yield of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

3. Policies

1. All investments will be made in Sterling
2. No one investment shall be for a period longer than 12 months
3. The Town Council shall invest with banks/building societies or institutions with high credit quality ratings from credit agencies such as Standard and Poors; Moody's Investors Services Ltd and Fitch Ratings Ltd.
4. Two councillor signatories in accordance with the Town Council's bank mandate will be required to open any new accounts but day to day operation of moving money between the accounts will be delegated to the RFO and Chief Officer.

This policy is for the financial year 2021/22 and will be reviewed annually.

Congleton Town Council

Investments Strategy

Congleton Town Council has the majority of its General Reserve £150,000 with Cambridge and Counties Bank¹ on a 1 year deposit.

£150,000 of its Ear Marked Reserves is with CCLA Public Sector Deposit fund. This is an instant access account but is a stock market based account with fluctuating interest rates, currently around 0.052%.

The balance of the council's money is with the Royal Bank of Scotland split between a current account and a business reserve account which currently pays 0.01%.

Suggested Strategy:

1. To keep the General Reserve with Cambridge and Counties Bank – currently £150,000 @ 1.15% maturing in November 2021 = £1,725 annual interest.
2. To keep £150,000 with CCLA giving approximately £84 annually at current rates.
3. To retain RBS for the current account and the remaining balance in the RBS Business Reserve account.

¹ Cambridge & Counties Bank is an authorised UK bank which focuses on providing financial products to small and medium sized enterprises (SMEs). We fund our loans using customer deposits. As we do not borrow money from the wholesale markets we do not require a credit rating.

We are owned in equal shares by Trinity Hall, Cambridge, and Cambridgeshire Local Government Pension Fund and regulated by both the Financial Conduct Authority and the Prudential Regulatory Authority. We are a member of the Financial Services Compensation Scheme (FSCS) which protects the deposits of small to medium sized businesses which meet the FSCS criteria; full details of which can be found at www.fscs.org.uk.

Both the management of the Bank and the owners have a conservative approach to risk management and the bank holds levels of capital and liquidity in excess of all regulatory requirements. We see our primary banking responsibility to be to protect our depositors.