



# Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CILCA**

18th March 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 25<sup>th</sup> March 2021** commencing at **7.00pm**.

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

**Zoom Meeting ID: 875 3742 8049**

**Passcode: 556098**

**[Use this link to open the Finance & Policy Committee Meeting via Zoom on Thursday 25<sup>th</sup> March 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*

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

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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 21<sup>st</sup> January 2021.

### 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 28<sup>th</sup> February 2021

### 8. New Applications for Financial Assistance (Enclosed)

- Grant ref GR16/2021 – Clonter Opera

### 9. Management Accounts (Enclosed)

To receive and consider the Management Accounts to 28<sup>th</sup> February 2021

### 10. Bank Reconciliation (Enclosed)

To receive and consider the bank reconciliation as at 28<sup>th</sup> February 2021

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

To receive and consider the Savings Account balances as at 28<sup>th</sup> February 2021 .

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

To receive and approve the Payments lists between 1<sup>st</sup> January and 28<sup>th</sup> February 2021

**13. Effect on investments in the event of a zero-interest rate**

To receive a verbal update from a meeting with CCLA

**14. 2nd Interim Internal Audit report (Enclosed)**

To receive and consider the 2<sup>nd</sup> Interim Internal Audit report for 2020/21

**15. Annual review of the Business Risk Assessment (Enclosed)**

To review and approve the Business Risk Assessment for 21/22.

**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 28<sup>th</sup> January 2021

Conducted via Zoom

**\*\*Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee on 25<sup>th</sup> March 2021.**

For the papers discussed at the meeting, please see the Meeting Agenda of the Finance and Policy Committee held on 28<sup>th</sup> January 2021.

PRESENT      Committee members:

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

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

Non-committee members      Cllr Suzie Akers Smith, Cllr Dawn Allen, Cllr Suzie Firkin, Cllr Kay Wesley

Also present:      CTC Officers David McGifford (Chief Officer) and Jackie Potts (RFO)  
1 member of the press, 4 members 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/33/2021 RESOLVED to approve the minutes of the meeting held on 26<sup>th</sup> 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.

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

Cllr David Brown declared a non-pecuniary interest in item 7 (iii) Grant application from Dane Valley Scout Group.

### **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/34/2021 RESOLVED** that the statement to 31<sup>st</sup> December 2020 be received.

### **7. New Applications for Financial Assistance**

**FAP/35/2021 RESOLVED** to award the following grants:

- Grant ref GR13/2021 – Smile Group Congleton - £1,530
- Grant ref GR14/2021 – Timbersbrook Residents - £306
- Grant ref GR15/2021 – Dane Valley Scout Group - £250

### **8. New Grant Activities Monitoring Forms**

**FAP/36/2021 RESOLVED** to receive the Grant Activities Monitoring form from 1<sup>st</sup> Gawsorth Girls Brigade.

### **9. Letters of Thanks**

**FAP/37/2021 RESOLVED** to receive a letter of thanks from Congleton Park Bowling Club.

### **10. Management Accounts**

**FAP/38/2021 RESOLVED** to receive the Management Accounts to 31<sup>st</sup> December 2020.

**11. Bank Reconciliation**

**FAP/39/2021 RESOLVED** to receive the bank reconciliation as at 31<sup>st</sup> December 2020.

**12. Savings Account Balances**

**FAP/40/2021 RESOLVED** to receive the Savings Account balances as at 31<sup>st</sup> December 2020.

**13. List of Payments**

**FAP/41/2021 RESOLVED** to receive and approve the Payments lists between 1<sup>st</sup> November and 31<sup>st</sup> December 2020.

**14. Town Council Petty Cash account**

**FAP/42/2021 RESOLVED** to approve the verification of the Town Council's petty cash account as at 30/11/20 by Cllr Denis Murphy as recommended in the First Interim Internal Audit report by Auditing Solutions.

**15. Appointment of Internal Auditor**

**FAP/43/2021 RESOLVED** to approve the re-appointment of Auditing Solutions as the internal auditor for 2021/22.

**16. Annual review of the Investment Policy and Strategy**

**FAP/44/2021 RESOLVED** to receive and approve the Investment Policy and Strategy for 2021/22. It was agreed that although investment rates were currently very low if the bank rate went to negative interest rates the policy would be looked at again at the next meeting of the Finance and Policy committee. It was agreed to look into whether Town and Parish councils could invest in NS&I products.

**Cllr Robert Douglas  
Chair**

AGENDA ITEM 7(ii)

Congleton Town Grant Commitments											
Specific Budgets											
Date Grant Approved	To	For	Grant Ref	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	998.00	2.00	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	38,280.00	53.00	
		Ear marked reserve b/fwd					£0				
		Budget 2020/21					£38,333				
		Total approved to date					£38,333				
		Total awaiting application					£0				

# AGENDA ITEM 7(ii)

Congleton Town Grant Commitments 2020/21										
Date Grant Approved	To	Permitted For	Grant Ref	Section	Minute Reference	Approved EMR b/fwd 20/21 £	Approved 20/21 £	Paid £	Outstanding	Date Paid
10/01/2019	Subsidised Use of Town Hall	Contribution towards minibuses		Gpoc	FAP/54/1819	500.00	4500.00	0.00	4500.00	
11/07/2019	230 Squadron Air Cadets	Contribution to training equipment		Gpoc	CTC/23/1920	415.00			500.00	
12/09/2019	Dane Valley Swimming Club	Contribution to new kitchen		Gpoc	FAP/13/1920	1000.00			415.00	
	Cong URC	Support for event		Gpoc	FAP/40/1920	500.00		500.00	1000.00	01/06/2020
13/02/2020	Congleton Unplugged	Contrib Brass on the Grass		Gpoc	FAP/52/1920	200.00			200.00	
13/02/2020	Friends of Congleton Park	Contrib to Pride Event		Gpoc	FAP/52/1920	700.00			700.00	
19/03/2020	Congleton Pride Charitable Trust	Fund music workshops at Bromley farm		Gpoc	FAP/62/1920	1000.00			1000.00	
19/03/2020	Inner Trust CIC	Teddy Bear's picnic		Gpoc	FAP/62/1920	500.00			500.00	
19/03/2020	Ruby's fund	Paediatric first aid courses		Gpoc	FAP/62/1920	224.00			224.00	
19/03/2020	Home-start Cheshire	2 free places at summer school		Gpoc	FAP/62/1920	600.00			600.00	
19/03/2020	SOL Theatre School	Support for music in schools		Gpoc	FAP/14/2021	350.00			350.00	
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 Physio 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		Gpoc	FAP/22/2021		250.00	250.00	0.00	14/12/2020
26/11/2020	Daneside Community Trust	Theatre Cinema Project		Gpoc	FAP/22/2021		1500.00		1500.00	
28/01/2021	Smile Group	Cont to Walking with families project	GR13/2021	Gpoc	FAP/35/2021		1530.00		1530.00	
28/01/2021	Timbersbrook Residents	Contribution for moving defib to phone box	GR14/2021	Gpoc	FAP/35/2021		306.00	306.00	0.00	02/02/2021
28/01/2021	Dane Valley Scout Group	Contribution to storage unit	GR15/2021	Gpoc	FAP/35/2021		250.00		250.00	
Totals						5639.00	10893.00	3,263.00	13269.00	
	EMR b/fwd									
	Budget 20/21									
	Total approved to date					£61,583.00	Total Grant budget			
	Total money still available for grants									





## Congleton Town Council Application for Financial Assistance

### Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR15/2021
------------------------------------------------	-----------

1.1	<b>Applicant(s):</b>	Angela Billings
1.2	<b>Representing:</b>	Clonter Farm Music Trust
1.3	<b>Email Address:</b>	Development@clonter.org
1.4	<b>Tel No.</b>	01260224550
1.5	<b>Project Title:</b>	"Tea with "...Clonter Opera Theatre
1.6	<b>Project Objectives:</b>	to provide some of the most vulnerable in our community the elderly in care homes, older people, those living alone or shelding with opportunities to enjoy stimulating high quality performances In their homes keeping them connected to the outside world.
1.7	<b>Brief Project Description:</b>	Our popular "tea with" events blend well known songs from the shows sung by opera singers, with afternoon tea delivered to the doorstep by Clonter volunteers. During lockdown this has lifted the spittits of the elderly in our community . Following 3 specially filmed concerts in June, September and December 2020 we have decided to bring the concert "live" but soically distanced to care homes in the Congleton area.
1.8	<b>Details accounts/budgets</b>	Singers £400 x 2 =800 Accompanist 1x£400 50x teas=£325 Boxes containing the teas £90 Accommodation for singers £120, Travel for singers £120, subsistance £72 Stage Manager £200 Admin £324, Marketing £216 Total £2,667

### Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	The total cost for the project is £13,317 for the June,Sept,Dec and March events.The March event is£2667
2.2	<b>Total contribution sought:</b>	£250 although it would be helpful if the whole cost of the teas @ £325 could be supported
2.3	<b>What will the money be spent on?</b>	It will go towards the cost of providing the afternoon teas which are delivered to the doorstep by volunteers.

2.4	<b>Any ongoing costs:</b>	No
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind: £60	Cash : £100 Concertina trust ,£2,200 private donor  Volunteers to deliver the teas
2.6	<b>Resources needed:</b>	2x opera singers, 1x accompanist, 1x presenter
2.7	<b>Estimated timescale of project from start to finish:</b>	2 days

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	We considered our usual reach for our "tea with" events of elderly audience members. This will provide safe social interaction, lift the spirits and help to promote mental wellbeing. We expect to reach about 50 residents in care homes.
3.2	<b>Are there similar services/projects provided in the area</b>	We believe this service is unique as it takes Clonter's well established musical teas to the elderly, bringing the performance to their homes whilst the theatre is closed to the public.

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	We always ask for feedback from the singers, creatives and the participants. This feedback is collated by one of Clonter's Chief Executives Isabella Lockett.
4.2	<b>Describe how you will promote the Town Council in your project</b>	We are always keen to acknowledge our supporters. In this instance we would plan to thank all supporters of our work in our programme when the theatre reopens later in the year.

Signature: Angela Billings

Date: 08.02.21

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**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee																
<b>MEETING DATE AND TIME</b>	25/03/2021 7pm	<b>LOCATION</b>	Via Zoom														
<b>REPORT FROM</b>	Jackie Potts – Support Manager																
<b>AGENDA ITEM REPORT TITLE</b>	<b>9 Management accounts to February 2021</b>																
<b>Background</b>	Variance analysis of the Management Accounts for February 2021 to accompany the spreadsheet.																
<b>Updates</b>	<p>These figures are to 28<sup>th</sup> February 2021 as per the 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 11 show 75% of the budget has been used. From these figures the predicted underspend for the year is:</p> <table border="0" style="width: 100%;"> <tr> <td>Corporate Management (less postage, photocopying, travel)</td> <td align="right">3,000</td> </tr> <tr> <td>Civic (no civic events)</td> <td align="right">4,000</td> </tr> <tr> <td>Grants (no subsidised use and general underspend)</td> <td align="right">16,000</td> </tr> <tr> <td>Community and Environment (2 posts budgeted for 1 appointed January 21)</td> <td></td> </tr> <tr> <td>Underspend on CCTV; PCSOs, In Bloom, Luncheon Club)</td> <td align="right">87,000</td> </tr> <tr> <td>Town Hall and Assets (Overspend Town Hall; Underspend Paddling Pool Underspend Streetscape)</td> <td align="right">40,000</td> </tr> <tr> <td></td> <td align="right"><u>150,000</u></td> </tr> </table> <p>From this underspend £7,100 is required to meet the recommended level of general reserve (as per the audit and accountancy regulations) and £30,000 has been pledged to potentially support the Tour of Britain Cycle race. When the budget for 2021/22 was drawn up in October/November 2020 it was not envisaged that the Covid 19 pandemic would still be here and no extra provision was budgeted for. It may be prudent to replenish this reserve. The Town Hall needs refurbishing which will come from the Capital Contingency Reserve. The replenishment of this reserve was reduced in the 21/22 budget so it would be prudent to transfer the balance of the underspend to this reserve.</p> <p>The Council's ear marked reserves may be moved at any time if Council resolves to do so.</p>			Corporate Management (less postage, photocopying, travel)	3,000	Civic (no civic events)	4,000	Grants (no subsidised use and general underspend)	16,000	Community and Environment (2 posts budgeted for 1 appointed January 21)		Underspend on CCTV; PCSOs, In Bloom, Luncheon Club)	87,000	Town Hall and Assets (Overspend Town Hall; Underspend Paddling Pool Underspend Streetscape)	40,000		<u>150,000</u>
Corporate Management (less postage, photocopying, travel)	3,000																
Civic (no civic events)	4,000																
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Town Hall and Assets (Overspend Town Hall; Underspend Paddling Pool Underspend Streetscape)	40,000																
	<u>150,000</u>																
<b>Decision Requested</b>	To approve the Management Accounts for February 2021																

**Congleton Town Council - Management Accounts February 2021**

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<b>Finance and Policy Committee</b>				
<b>Corp Management</b>				
Staff Costs (re-allocated)	128,913	141,048	12,135	91%
Travel	0	900	900	0%
Training / Conferences	1,880	3,000	1,120	63%
Rent Payable	12,788	13,950	1,162	92%
Reception - TIC	3,700	3,450	-250	107%
Miscellaneous Office Costs	686	1,660	974	41%
Telephone/Fax/Internet	529	1,020	491	52%
Postage	1,806	2,900	1,094	62%
Stationery & Printing	1,156	3,000	1,844	39%
Subscriptions & Publications	4,217	3,500	-717	120%
Insurance	8,820	9,180	360	96%
Computer/IT Costs	10,777	11,600	823	93%
Photocopy Charges	663	2,600	1,937	26%
Recruitment Advertising	196	500	304	39%
Other Advertising	70	300	230	23%
Bank Charges	790	1,000	210	79%
Audit Fees - External	0	2,000	2,000	0%
Audit Fees - Internal	890	1,290	400	69%
Accountancy Support	2,377	4,570	2,193	52%
Legal & Professional fees	2,554	5,000	2,446	51%
HR & H&S support	3,517	4,590	1,073	77%
Central Overheads reallocated	-47,513	-63,095	-15,582	75%
<b>Corporate Management:-Expenditure</b>	<b>138,816</b>	<b>153,963</b>	<b>15,147</b>	<b>90%</b>
Interest Receivable	-2,158	-3,000	-842.00	72%
<b>Corporate Management :- Income</b>	<b>-2,158</b>	<b>-3,000</b>	<b>-842</b>	<b>72%</b>
<b>Net Expenditure over Income</b>	<b>136,658</b>	<b>150,963</b>	<b>14,305</b>	<b>91%</b>
<b>Civic</b>				
Staff Costs (re-allocated)	25,807	27,664	1,857	93%
Training / Conferences	1,002	2,000	998	50%
Stationery & Printing	0	500	500	0%
Marketing/Promotions	704	1,000	296	70%
Council Newsletter	7,235	5,388	-1,847	134%
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	1,942	2,534	592	77%
<b>Civic:-Expenditure</b>	<b>42,141</b>	<b>55,536</b>	<b>13,395</b>	<b>76%</b>
Grants <u>Grants</u>	<b>40,226</b>	<b>61,583</b>	<b>21,357</b>	<b>65%</b>
<b>F&amp;P Income - Expenditure Totals</b>	<b>219,025</b>	<b>268,082</b>	<b>49,057</b>	<b>82%</b>
<b>Community and Environment Committee</b>				
Propogation Unit	0	1,000	1,000	0%
Floral Displays	8,183	12,250	4,067	67%
Allotments	1,437	1,250	-187	115%
Congleton Partnership	32,291	35,227	2,936	92%
Community Development	79,917	140,553	60,636	57%
Crime Reduction/CCTV	26,140	53,650	27,510	49%
Christmas Fayre/lights	11,471	16,000	4,529	72%
Neighbourhood Plan	0	0	0	#DIV/0!
Covid 19	18,449	0	-18,449	#DIV/0!
Donations and transfer from Covid 19 EMR	-18,449	0	18,449	#DIV/0!
Tourism	2,630	5,000	2,370	53%
Youth and Young People	65	2,000	1,935	3%
Luncheon Club	2,940	9,000	6,060	33%
<b>Community and Environment - Expenditure Totals</b>	<b>165,074</b>	<b>275,930</b>	<b>110,856</b>	<b>60%</b>

**Town Hall, Assets and Services Committee**

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<u>Paddling Pool</u>	<u>349</u>	<u>27,005</u>	<u>26,656</u>	1%
<u>Cenotaph</u>	<u>54</u>	<u>0</u>	<u>-54</u>	#DIV/0!
<u>Streetscape</u>				
Streetscape Expenditure	506,653	596,969	90,316	85%
Streetscape - Income CEC	-336,145	-366,702	-30,557	92%
Streetscape - External work income	-6,249	-15,000	-8,751	42%
Streetscape - Other	-342	0	342	#DIV/0!
Streetscape - Misc Income	-825	-900	-75	92%
	<u>-343,561</u>	<u>-382,602</u>	<u>-39,041</u>	90%
Net Expenditure over Income	<u>163,092</u>	<u>214,367</u>	<u>51,275</u>	76%
<u>Town Hall</u>				
Town Hall - Expenditure	159,054	201,770	42,716	79%
Town Hall - Income	-56,929	-126,300	-69,371	45%
Net Expenditure over Income	<u>102,125</u>	<u>75,470</u>	<u>-26,655</u>	135%
<u>Public Toilets</u>	<u>9,454</u>	<u>16,050</u>	<u>6,596</u>	59%
<b><u>Town Hall, Assets and Services - Net Expenditure</u></b>	<b><u>275,020</u></b>	<b><u>332,892</u></b>	<b><u>57,818</u></b>	83%
<b><u>Capital</u></b>	<b><u>35,889</u></b>	<b><u>46,770</u></b>	<b><u>10,881</u></b>	77%
<b><u>Total Net Expenditure</u></b>	<b><u>695,008</u></b>	<b><u>923,674</u></b>	<b><u>228,666</u></b>	75%
<b><u>Personnel</u></b>				
Staff Costs	<u>679,675</u>	<u>829,960</u>	<u>150,285</u>	82%

**Reserves as at 28/02/21**

General Reserve	218,561
Capital Equipment Fund	33,705
Capital Contingency Fund	308,301
EMR Elections	20,000
EMR Crime Prevention/Traffic calming	7,357
EMR Covid 19 Fund	16,359
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	11,777
EMR Rotary Bonfire	5,000
EMR Civic	1,000
	<u>721,016</u>

# AGENDA ITEM 10

Date: 08/03/2021

Congleton Town Council

Page 1

Time: 15:49

Bank Reconciliation Statement as at 28/02/2021  
for Cashbook 1 - RBS Current/ Access Acct

User: ST

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	28/02/2021	765	71,676.80
			<u>71,676.60</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			71,676.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			71,676.60
		Balance per Cash Book is :-	71,676.60
		Difference is :-	0.00

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE</b>	Finance and Policy Committee												
<b>MEETING DATE AND TIME</b>	25 <sup>th</sup> March 2021 7.00pm	<b>LOCATION</b>	Via Zoom										
<b>REPORT FROM</b>	Jackie Potts – Support Manager												
<b>AGENDA ITEM REPORT TITLE</b>	<b>11 Congleton Town Council – Savings account balances</b>												
<b>Background</b>	To inform the Finance and Policy Committee with the location and balances of the Town Council’s savings and investments.												
	<p align="center"><b>Congleton Town Council - Savings account balances</b></p> <p align="center"><b><u>Balances as at 28<sup>th</sup> February 2021</u></b></p> <table border="0" style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 70%;">Balance per Business Reserve Account (10180876)</td> <td align="right">566,104.24</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"><b><u>866,104.24</u></b></td> </tr> </table>			Balance per Business Reserve Account (10180876)	566,104.24	Cambridge and Counties 1 year fixed deposit	150,000.00	CCLA deposit	150,000.00		<hr/>		<b><u>866,104.24</u></b>
Balance per Business Reserve Account (10180876)	566,104.24												
Cambridge and Counties 1 year fixed deposit	150,000.00												
CCLA deposit	150,000.00												
	<hr/>												
	<b><u>866,104.24</u></b>												
<b>Decision Requested</b>	To receive the Savings Account balances as at 28 <sup>th</sup> February 2021												

Congleton Town Council  
RBS Current/Access Acct

List of Payments made between 01/01/2021 and 28/02/2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/01/2021	Quartix Ltd	dd	550.44	521042/12199/vehicle trackers
04/01/2021	Prism Solutions	DD	114.68	65144/12222/phone call charges
04/01/2021	Cheshire East Council	DD	2,741.00	T Hall Business Rates
04/01/2021	Cheshire East Council	DD	216.00	Business Rates - Toilets
08/01/2021	Purchase Power	dd	107.00	BH830840/12295/Purchase Power
12/01/2021	West Mercia Energy	dd	1,232.93	11067718/12219/T Hall Gas/electric
15/01/2021	BACS P/L Pymnt Page 2535	BACS Pymnt	5,978.53	BACS P/L Pymnt Page 2535
15/01/2021	CTC payroll	BACS	62,844.29	payroll/salaries
15/01/2021	bankline	BACS	67.50	bank charges
18/01/2021	West Mercia Energy	DD	3,136.02	11069101/12221/T Hall gas/Electric
21/01/2021	Bank charges	BACS	9.23	Bank charges
22/01/2021	BACS P/L Pymnt Page 2538	BACS Pymnt	19,968.78	BACS P/L Pymnt Page 2538
25/01/2021	Prism Solutions	DD	1,411.26	133553/12283/IT support
25/01/2021	EE Ltd	dd	71.70	01285928410/12250/mobile chrgs
28/01/2021	RBS Credit Card	dd	256.77	03012021/12319/Zoom
28/01/2021	Allpay - Plus Dane	DD	36.28	allotment garages
29/01/2021	BACS P/L Pymnt Page 2543	BACS Pymnt	44,898.36	BACS P/L Pymnt Page 2543
29/01/2021	Suez Recycling and Recovery UK	dD	278.46	32156190/12227/waste
01/02/2021	Prism Solutions	dd	114.08	65313/12284/call charges
01/02/2021	Cheshire East Council	DD	216.00	Rates - Public toilets
05/02/2021	BACS P/L Pymnt Page 2548	BACS Pymnt	11,635.04	BACS P/L Pymnt Page 2548
05/02/2021	RBS Autopay	BACS	609.34	Grant GR14/2021 De fib timbersbrook
12/02/2021	BACS P/L Pymnt Page 2553	BACS Pymnt	3,359.16	BACS P/L Pymnt Page 2553
15/02/2021	West Mercia Energy	DD	1,677.11	11072279/12274/T Hall Gas/electric
15/02/2021	bankline	DD	56.70	Bank charges
18/02/2021	CTC	BACS	61,850.93	Payroll
19/02/2021	BACS P/L Pymnt Page 2555	BACS Pymnt	14,742.52	BACS P/L Pymnt Page 2555
19/02/2021	bank charges	BACS	8.66	bank charges
22/02/2021	West Mercia Energy	dd	47.20	11076989/12294/Elec - P pool
23/02/2021	EE Ltd	DD	191.47	01285960448/12338/mobile chrgs
24/02/2021	BACS P/L Pymnt Page 2558	BACS Pymnt	2,473.47	BACS P/L Pymnt Page 2558
25/02/2021	Prism Solutions	dd	1,364.60	135394/12370/IT Support
26/02/2021	Suez Recycling and Recovery UK	Dd	278.45	32184833/12329/waste collectio
			<u>242,543.96</u>	



## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ANSA Ansa Environmental Services</b>							
531026294/12228/HR & HS serv Authorised: jp	24/12/2020	531026294	1	1,054.96	0.00	1,054.96	0.00
					0.00	1,054.96	
Above paid on 15/01/2021 by Online Payment Ref ANSA							
<b>BESTCONNEX The Best Connection Group</b>							
3274544/12229/S scape temp Authorised: rb	24/12/2020	3274544	1	620.27	0.00	620.27	0.00
3277762/12230/S scape temp Authorised: rb	31/12/2020	3277762	1	536.45	0.00	536.45	0.00
					0.00	1,156.72	
Above paid on 15/01/2021 by Online Payment Ref BESTCONNEX							
<b>DCASSIST D C Assist Ltd</b>							
TH0081A/12231/toilet cleaning Authorised: mjw	24/12/2020	TH0081A	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 15/01/2021 by Online Payment Ref DCASSIST							
<b>LININGS Linings &amp; Hoses Ltd</b>							
CCN51421/11958/credit Authorised: rb	24/09/2020	CCN51421	1	-18.91	0.00	-18.91	0.00
CST253959/12232/WD40, hoses Authorised: rb	30/12/2020	CST253959	1	43.76	0.00	43.76	0.00
					0.00	24.85	
Above paid on 15/01/2021 by Online Payment Ref LININGS							
<b>PORTERS Porters Service Station Ltd</b>							
2021000010/12233/van fuel Authorised: rb	31/12/2020	2021000010	1	846.09	0.00	846.09	0.00
					0.00	846.09	
Above paid on 15/01/2021 by Online Payment Ref PORTERS							

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PRI Prism Solutions</b>							
133021/12234/laptop D.coxon Authorised: jp	23/12/2020	133021	1	1,283.88	0.00	1,283.88	0.00
					0.00	1,283.88	
Above paid on 15/01/2021 by Online Payment Ref PRI							
<b>SAND Mark Sandbach Photography</b>							
PH0690350/12235/in bloom pic Authorised: jm	31/12/2020	PH0690350	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 15/01/2021 by Online Payment Ref SAND							
<b>ST St John's Community Centre</b>							
202011/12236/meals on wheels Authorised: dm	31/12/2020	202011	1	522.00	0.00	522.00	0.00
					0.00	522.00	
Above paid on 15/01/2021 by Online Payment Ref ST							
<b>TALKECHEM Talke Chemical Company Limited</b>							
66284/12237/Cleaning stock par Authorised: rb	14/12/2020	66284	1	211.17	0.00	211.17	0.00
					0.00	211.17	
Above paid on 15/01/2021 by Online Payment Ref TALKECHEM							
<b>THOMSON Thomson Planning Partnership Ltd</b>							
59/012/AT016/12238/N/plan Authorised: dm	30/12/2020	59/012/AT016	1	72.00	0.00	72.00	0.00
					0.00	72.00	
Above paid on 15/01/2021 by Online Payment Ref THOMSON							
<b>TMC TMC Creative Ltd</b>							
7529/12239/Website calendar Authorised: dm	30/11/2020	7529	1	168.00	0.00	168.00	0.00
					0.00	168.00	
Above paid on 15/01/2021 by Online Payment Ref TMC							

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WATER</b> <b>Water Plus Ltd</b>							
<i>INV05759384/12241/TH water</i>	30/12/2020	INV05759384	1	344.30	0.00	344.30	0.00
Authorised: jp							
					0.00	344.30	
Above paid on 15/01/2021 by Online Payment Ref WATER							
<b>WILLIAMSG</b> <b>Mr G Williams</b>							
<i>221220/12240/Partnership</i>	22/12/2020	221220	1	124.56	0.00	124.56	0.00
Authorised: ms							
					0.00	124.56	
Above paid on 15/01/2021 by Online Payment Ref WILLIAMSG							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>5,978.53</b>	

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ACORN</b> Acorn Occupational Health Ltd							
29862/12242/Health assessment Authorised: rb	31/12/2020	29862	1	1,350.00	0.00	1,350.00	0.00
					0.00	1,350.00	
Above paid on 22/01/2021 by Online Payment Ref ACORN							
<b>BESTCONNEX</b> The Best Connection Group							
3280438/12243/S scape temp Authorised: rb	08/01/2021	3280438	1	251.46	0.00	251.46	0.00
					0.00	251.46	
Above paid on 22/01/2021 by Online Payment Ref BESTCONNEX							
<b>BYC</b> British Youth Council							
M2020121/12244/membership Authorised: lm	01/04/2020	M2020121	1	65.00	0.00	65.00	0.00
					0.00	65.00	
Above paid on 22/01/2021 by Online Payment Ref BYC							
<b>CITRON</b> Citron Hygiene UK Ltd							
CN30065177/12247/sanitary disp Authorised: mjw	01/01/2021	CN30065177	1	84.53	0.00	84.53	0.00
CN30065178/12246/sanitary disp Authorised: mjw	01/01/2021	CN30065178	1	39.92	0.00	39.92	0.00
					0.00	124.45	
Above paid on 22/01/2021 by Online Payment Ref CITRON							
<b>DCASSIST</b> D C Assist Ltd							
TH0082/12248/toilet cleaning Authorised: mjw	08/01/2021	TH0082	1	187.50	0.00	187.50	0.00
					0.00	187.50	
Above paid on 22/01/2021 by Online Payment Ref DCASSIST							

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DCKB</b> <b>DCK Accounting Solutions Ltd</b>							
<i>TPC9357/12249/budget setting</i>	28/10/2020	TPC9357	1	504.00	0.00	504.00	0.00
Authorised: jp							
					0.00	504.00	
Above paid on 22/01/2021 by Online Payment Ref DCKB							
<b>H AND E</b> <b>Heritage &amp; Ecclesiastical Fire Protectio</b>							
<i>H210101/12256/Fire risk ass</i>	04/01/2021	H210101	1	595.00	0.00	595.00	0.00
Authorised: mjw							
					0.00	595.00	
Above paid on 22/01/2021 by Online Payment Ref HANDE							
<b>LAC</b> <b>LAC Autoparts</b>							
<i>MB6115631/12257/headlight bulb</i>	15/01/2021	MB6115631	1	4.95	0.00	4.95	0.00
Authorised: rb							
					0.00	4.95	
Above paid on 22/01/2021 by Online Payment Ref LAC							
<b>LANDSCAPE</b> <b>Landscape Supply Company</b>							
<i>97047/12259/PPE&amp; general</i>	11/01/2021	97047	1	255.80	0.00	255.80	0.00
Authorised: rb							
<i>97264/12258/PPE&amp;cleaning</i>	19/01/2021	97264	1	86.02	0.00	86.02	0.00
Authorised: rb							
					0.00	341.82	
Above paid on 22/01/2021 by Online Payment Ref LANDSCAPE							
<b>MITTEN</b> <b>Mitten Clarke</b>							
<i>23594/12260/PAYE PAYroll</i>	14/01/2021	23594	1	522.00	0.00	522.00	0.00
Authorised: jp							
					0.00	522.00	
Above paid on 22/01/2021 by Online Payment Ref MITTEN							

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>OTIS</b> <b>Otis Ltd</b>							
01411178/12263/lift service Authorised: mjw	01/01/2021	01411178	1	541.72	0.00	541.72	0.00
					<u>0.00</u>	<u>541.72</u>	
Above paid on 22/01/2021 by Online Payment Ref OTIS							
<b>PCCC</b> <b>Police &amp; Crime Commissioner for Cheshire</b>							
110720002522/12245/PCSO Authorised: dm	07/01/2021	110720002522	1	8,320.00	0.00	8,320.00	0.00
					<u>0.00</u>	<u>8,320.00</u>	
Above paid on 22/01/2021 by Online Payment Ref PCCC							
<b>PRI</b> <b>Prism Solutions</b>							
134170/12262/2.5 days onsite Authorised: jp	12/01/2021	134170	1	2,432.71	0.00	2,432.71	0.00
					<u>0.00</u>	<u>2,432.71</u>	
Above paid on 22/01/2021 by Online Payment Ref PRI							
<b>RIVERSIDE</b> <b>Riverside Distribution Network</b>							
1011/12264/Covid PPE Authorised: rb	07/01/2021	1011	1	304.56	0.00	304.56	0.00
					<u>0.00</u>	<u>304.56</u>	
Above paid on 22/01/2021 by Online Payment Ref RIVERSIDE							
<b>TALKECHEM</b> <b>Talke Chemical Company Limited</b>							
5285/12265/A4 frames Authorised: mjw	05/01/2021	66285	1	180.00	0.00	180.00	0.00
66286/12266/ice melt, salt Authorised: rb	05/01/2021	66286	1	407.52	0.00	407.52	0.00
					<u>0.00</u>	<u>587.52</u>	
Above paid on 22/01/2021 by Online Payment Ref TALKECHEM							

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WATER</b> Water Plus Ltd							
06123563/12271/T Hall water Authorised: jp	03/01/2021	06123563	1	408.24	0.00	408.24	0.00
					<u>0.00</u>	<u>408.24</u>	
Above paid on 22/01/2021 by Online Payment Ref WATER							
<b>WATERPLUS1</b> Water Plus Ltd							
05776376/12267/HAAA water Authorised: jp	03/01/2021	05776376	1	88.20	0.00	88.20	0.00
C01033829/12268/HAAA Authorised: jp	03/01/2021	C01033829	1	-88.20	0.00	-88.20	0.00
06129678/12269/HAAA water Authorised: jp	06/01/2021	06129678	1	12.96	0.00	12.96	0.00
C01131320/12270/HAAA Authorised: jp	06/01/2021	C01131320	1	-19.88	0.00	-12.96	-6.92
					<u>0.00</u>	<u>0.00</u>	
No payment due as Credit Notes have been applied							
<b>WESTWALLAS</b> West Wallasey Contract Hire							
CH12364/12272/lease vans Authorised: rb	12/01/2021	CH12364	1	3,427.85	0.00	3,427.85	0.00
					<u>0.00</u>	<u>3,427.85</u>	
Above paid on 22/01/2021 by Online Payment Ref WESTWALLAS							
<b>Total Purchase Ledger Payments</b>						<u>0.00</u>	<u>19,968.78</u>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BELMONT Belmont Fabrication (Congleton) Ltd</b>							
16204/12276/Penny Farthing Authorised: rb	21/01/2021	16204	1	2,052.00	0.00	2,052.00	0.00
					0.00	2,052.00	
Above paid on 29/01/2021 by Online Payment Ref BELMONT							
<b>DCASSIST D C Assist Ltd</b>							
TH0084/12277/Toilet cleaning Authorised: mjw	15/01/2021	TH0084	1	187.50	0.00	187.50	0.00
TH0085/12278/Toilet cleaning Authorised: mjw	22/01/2021	TH0085	1	187.50	0.00	187.50	0.00
					0.00	375.00	
Above paid on 29/01/2021 by Online Payment Ref DCASSIST							
<b>KGLOACH K G Loach</b>							
46796/12279/rakes Authorised: rb	13/01/2021	46796	1	100.56	0.00	100.56	0.00
					0.00	100.56	
Above paid on 29/01/2021 by Online Payment Ref KGLOACH							
<b>MATTHEWS A P Matthews Nurseries Ltd</b>							
37394/12280/tree planting proj Authorised: ms	17/12/2020	37394	1	917.45	0.00	917.45	0.00
					0.00	917.45	
Above paid on 29/01/2021 by Online Payment Ref MATTHEWS							
<b>MIDLAND Midland Masonry</b>							
7528/12281/Cenotaph 4th paymen Authorised: ms/dm	19/01/2021	7528	1	28,777.72	0.00	28,777.72	0.00
					0.00	28,777.72	
Above paid on 29/01/2021 by Online Payment Ref MIDLAND							

Continued over page



## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PME</b> <b>P M E Maintenance Ltd</b>							
VAT only	15/01/2021	9302A	1	120.00	0.00	120.00	0.00
9603/12282/xmas tree & lights	15/01/2021	9603	1	8,778.00	0.00	8,778.00	0.00
Authorised: mh							
					0.00	8,898.00	
Above paid on 29/01/2021 by Online Payment Ref PME							
<b>RVW</b> <b>RVW Pugh Ltd</b>							
207733/12285/RVW Pugh Ltd	18/01/2021	207733	1	2,183.22	0.00	2,183.22	0.00
Authorised: rb							
					0.00	2,183.22	
Above paid on 29/01/2021 by Online Payment Ref RVW							
<b>SMITH</b> <b>Smith of Derby Ltd</b>							
117275/12286/Clock service vis	13/01/2021	117275	1	277.20	0.00	277.20	0.00
Authorised: mjl							
					0.00	277.20	
Above paid on 29/01/2021 by Online Payment Ref SMITH							
<b>TALKECHEM</b> <b>Talke Chemical Company Limited</b>							
66289/12288/Public toilet supp	13/01/2021	66289	1	131.60	0.00	131.60	0.00
Authorised: mjl							
66288/12289/T Hall supplies	18/01/2021	66288	1	216.33	0.00	216.33	0.00
Authorised: mjl							
66290/12290/Face masks	18/01/2021	66290	1	132.00	0.00	132.00	0.00
Authorised: rb							
					0.00	479.93	
Above paid on 29/01/2021 by Online Payment Ref TALKECHEM							
<b>TAYLER</b> <b>Stuart Tayler Plumbing</b>							
210121/12287/toilet repays	21/01/2021	210121	1	235.00	0.00	235.00	0.00
Authorised: mjl							
					0.00	235.00	
Above paid on 29/01/2021 by Online Payment Ref TAYLER							

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>THREADFAST Threadfast Engineers 1984 Ltd</b>							
<i>SIN108348/12291/mortice lock</i>	21/01/2021	SIN108348	1	32.76	0.00	32.76	0.00
Authorised: mjl							
					<u>0.00</u>	<u>32.76</u>	
Above paid on 29/01/2021 by Online Payment Ref THREADFAST							
<b>TSELECT T &amp; S Electrical Limited</b>							
<i>2241/12292/insp telephone box</i>	15/01/2021	2241	1	569.52	0.00	569.52	0.00
Authorised: mjl							
					<u>0.00</u>	<u>569.52</u>	
Above paid on 29/01/2021 by Online Payment Ref TSELECT							
<b>Total Purchase Ledger Payments</b>						<u>0.00</u>	<u>44,898.36</u>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BESTCONNEX</b> The Best Connection Group							
3282796/12297/S/scape temp	15/01/2021	3282796	1	268.22	0.00	268.22	0.00
Authorised: rb							
					0.00	268.22	

Above paid on 05/02/2021 by Online Payment Ref BESTCONNEX

<b>CLOWES</b> Clowes Developments (NW) Ltd							
2004/12304/water chrgs p toile	26/05/2020	2004	1	830.47	0.00	830.47	0.00
Authorised: jp							
					0.00	830.47	

Above paid on 05/02/2021 by Online Payment Ref CLOWES

<b>DCASSIST</b> D C Assist Ltd							
TH0086/12296/toilet cleaning	29/01/2021	TH0086	1	187.50	0.00	187.50	0.00
Authorised: mjw							
					0.00	187.50	

Above paid on 05/02/2021 by Online Payment Ref DCASSIST

<b>HAAA</b> Hillary Avenue Allotment Association							
HAAA14/12298/Storage container	19/01/2021	HAAA14	1	1,000.00	0.00	1,000.00	0.00
Authorised: dm							
					0.00	1,000.00	

Above paid on 05/02/2021 by Online Payment Ref HAAA

<b>LANDSCAPE</b> Landscape Supply Company							
7570/12299/PPE, cleaning mat	02/01/2021	97570	1	58.03	0.00	58.03	0.00
Authorised: rb							
					0.00	58.03	

Above paid on 05/02/2021 by Online Payment Ref LANDSCAPE

<b>PORTERS</b> Porters Service Station Ltd							
0000112/12300/vehicle fuel	31/01/2021	0000112	1	860.29	0.00	860.29	0.00
Authorised: rb							
					0.00	860.29	

Above paid on 05/02/2021 by Online Payment Ref PORTERS

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ROYALMAIL</b> Royal Mail Group Ltd							
1802323941/12301/mail collecti Authorised: jp	25/01/2021	1802323941	1	944.40	0.00	944.40	0.00
					<u>0.00</u>	<u>944.40</u>	

Above paid on 05/02/2021 by Online Payment Ref ROYALMAIL

<b>SHRED IT</b> Shred-it Ltd							
9504630960/12302/shredding ser Authorised: rb	28/01/2021	9504630960	1	195.01	0.00	195.01	0.00
					<u>0.00</u>	<u>195.01</u>	

Above paid on 05/02/2021 by Online Payment Ref SHREDIT

<b>TALKECHEM</b> Talke Chemical Company Limited							
66291/12303/cleaning stock Authorised: mjw	21/01/2020	66291	1	83.11	0.00	83.11	0.00
66292/12305/Green bin bags Authorised: rb	26/01/2021	66292	1	384.00	0.00	384.00	0.00
					<u>0.00</u>	<u>467.11</u>	

Above paid on 05/02/2021 by Online Payment Ref TALKECHEM

<b>THREADFAST</b> Threadfast Engineers 1984 Ltd							
SIN108410/12306/drill bits Authorised: rb	26/01/2021	SIN108410	1	25.26	0.00	25.26	0.00
SIN108411/12307/hazard tape Authorised: mjw	26/01/2021	SIN108411	1	11.04	0.00	11.04	0.00
SIN108539/12308/turn cylinder Authorised: mjw	29/01/2021	SIN108539	1	43.87	0.00	43.87	0.00
					<u>0.00</u>	<u>80.17</u>	

Above paid on 05/02/2021 by Online Payment Ref THREADFAST

<b>TSELECT</b> T & S Electrical Limited							
2242/12309/emergency lighting Authorised: mjw	22/01/2021	2242	1	1,745.90	0.00	1,745.90	0.00
2247/12310/Auto door repair Authorised: mjw	22/01/2021	2247	1	393.70	0.00	393.70	0.00

Continued over page

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 11  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
2252/12311/replace lights Authorised: mjlw	28/01/2021	2252	1	2,653.93	0.00	2,653.93	0.00
2253/12312/emergency lights Authorised: mjlw	28/01/2021	2253	1	418.80	0.00	418.80	0.00
					0.00	5,212.33	

Above paid on 05/02/2021 by Online Payment Ref TSELECT

## VIBRANT Vibrant Graphics Ltd

029755/12313/In Bloom Calendar Authorised: mh	20/11/2020	029755	1	501.60	0.00	501.60	0.00
029789/12314/Bear Necessities Authorised: mh	27/01/2021	029786	1	995.00	0.00	995.00	0.00
					0.00	1,496.60	

Above paid on 05/02/2021 by Online Payment Ref VIBRANT

## WHITEHURST Whitehursts Agricultural &amp; Builders

17976/12315/posts/screws Authorised: rb	29/01/2021	17976	1	34.91	0.00	34.91	0.00
					0.00	34.91	

Above paid on 05/02/2021 by Online Payment Ref WHITEHURST

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>11,635.04</b>
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## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CONGGARDEN Congleton Garden Machinery Ltd</b>							
40585/12323/Turf cutter Authorised: rb/ms	20/01/2021	40585	1	1,830.60	0.00	1,830.60	0.00
					<u>0.00</u>	<u>1,830.60</u>	
Above paid on 12/02/2021 by Online Payment Ref CONGGARDEN							
<b>NORTHWEST Northwest In Bloom</b>							
310121/12322/Entry form Authorised: rb	31/01/2021	310121	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 12/02/2021 by Online Payment Ref NORTHWEST							
<b>SASDAN SAS Daniels LLP</b>							
176965/12328/legal advice Authorised: dm	29/01/2021	176965	1	480.00	0.00	480.00	0.00
					<u>0.00</u>	<u>480.00</u>	
Above paid on 12/02/2021 by Online Payment Ref SASDAN							
<b>TSELECT T &amp; S Electrical Limited</b>							
2251/12331/Auto door repairs Authorised: mjw	28/01/2021	2251	1	102.18	0.00	102.18	0.00
2256/12330/light repairs Authorised: mjw	28/01/2021	2256	1	751.92	0.00	751.92	0.00
					<u>0.00</u>	<u>854.10</u>	
Above paid on 12/02/2021 by Online Payment Ref TSELECT							
<b>WATERLOGIC Waterlogic GB Ltd</b>							
6034185/12332/drinking water Authorised: mjw	31/01/2021	6034185	1	44.46	0.00	44.46	0.00
					<u>0.00</u>	<u>44.46</u>	
Above paid on 12/02/2021 by Online Payment Ref WATERLOGIC							
<b>Total Purchase Ledger Payments</b>					<u>0.00</u>	<u>3,359.16</u>	

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ALPHATYRES</b> Alpha and Street Legal Tyres Ltd							
14355/12333/wheelbarrow tyres	04/02/2021	14355	1	28.80	0.00	28.80	0.00
Authorised: rb							
					0.00	28.80	

Above paid on 19/02/2021 by Online Payment Ref ALPHATYRES

<b>CAVERN</b> Cavern Protective Clothing							
18775/12334/S scape PPE	05/02/2021	18775	1	117.60	0.00	117.60	0.00
Authorised: rb							
					0.00	117.60	

Above paid on 19/02/2021 by Online Payment Ref CAVERN

<b>CCP</b> Congleton Community Projects							
539/2021/12337/kids easter bag	09/02/2021	09022021	1	500.00	0.00	500.00	0.00
Authorised: jm							
					0.00	500.00	

Above paid on 19/02/2021 by Online Payment Ref CCP

<b>DCASSIST</b> D C Assist Ltd							
TH0087/12335/toilet cleaning	05/02/2021	TH0087	1	187.50	0.00	187.50	0.00
Authorised: mjw							
TH0088/12336/toilet cleaning	12/02/2021	TH0088	1	187.50	0.00	187.50	0.00
Authorised: mjw							
					0.00	375.00	

Above paid on 19/02/2021 by Online Payment Ref DCASSIST

<b>LEAFLET</b> The Leaflet Team							
TKD1465/12339/Dist Bear Necess	20/01/2021	TKD1465	1	480.00	0.00	480.00	0.00
Authorised: jm							
					0.00	480.00	

Above paid on 19/02/2021 by Online Payment Ref LEAFLET

## Linked to Cashbook 1

Entered Month 11  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LITE</b> <b>LITE Limited</b>							
270177/12340/rebulbing festoon Authorised: dm	15/02/2021	270177	1	3,390.00	0.00	3,390.00	0.00
					0.00	3,390.00	
Above paid on 19/02/2021 by Online Payment Ref LITE							
<b>PRI</b> <b>Prism Solutions</b>							
134936/12341/upgrade laptop Authorised: jp	11/02/2021	134936	1	2,255.04	0.00	2,255.04	0.00
					0.00	2,255.04	
Above paid on 19/02/2021 by Online Payment Ref PRI							
<b>RUBYS</b> <b>Ruby's Fund</b>							
0633/12351/lateral flow tests Authorised: jm	02/02/2021	0633	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 19/02/2021 by Online Payment Ref RUBYS							
<b>TALKECHEM</b> <b>Talke Chemical Company Limited</b>							
66294/12343/S scape cleaning Authorised: rb	03/02/2021	66294	1	129.98	0.00	129.98	0.00
66295/12344/T H cleaning suppl Authorised: mjl	08/02/2021	66295	1	317.28	0.00	317.28	0.00
66296/12345/P toilet supplies Authorised: mjl	08/02/2021	66296	1	101.15	0.00	101.15	0.00
					0.00	548.41	
Above paid on 19/02/2021 by Online Payment Ref TALKECHEM							
<b>TOWN</b> <b>Congleton Town Mayor's Charities</b>							
030221/12346/sponsorship calen Authorised: jp	03/02/2021	030221	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 19/02/2021 by Online Payment Ref TOWN							

Continued over page



## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>VIBRANT</b> Vibrant Graphics Ltd							
029789/12347/meal flyers Authorised: mh	01/02/2021	029789	1	49.00	0.00	49.00	0.00
					0.00	49.00	
Above paid on 19/02/2021 by Online Payment Ref VIBRANT							
<b>WATER</b> Water Plus Ltd							
06208191/12348/TH water chrgs Authorised: jp	05/02/2021	06208191	1	2,763.58	0.00	2,763.58	0.00
					0.00	2,763.58	
Above paid on 19/02/2021 by Online Payment Ref WATER							
<b>WATERPLUS1</b> Water Plus Ltd							
C01131320/12270/HAAA Authorised: jp	06/01/2021	C01131320	1	-6.92	0.00	-6.92	0.00
06236121/12349/allotments wate Authorised: jp	16/02/2021	06236121	1	14.16	0.00	14.16	0.00
					0.00	7.24	
Above paid on 19/02/2021 by Online Payment Ref WATERPLUS1							
<b>WESTWALLAS</b> West Wallasey Contract Hire							
CH133689/12350/Lease vans Authorised: rb	08/02/2021	CH133689	1	3,427.85	0.00	3,427.85	0.00
					0.00	3,427.85	
Above paid on 19/02/2021 by Online Payment Ref WESTWALLAS							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>14,742.52</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ADPROFILE</b> <b>A D Profile Ltd</b>							
1557/12352/Pop up banner Authorised: jm	15/02/2021	1557	1	135.00	0.00	135.00	0.00
					0.00	135.00	

Above paid on 24/02/2021 by Online Payment Ref ADPROFILE

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CALC</b> <b>Cheshire Association of Local Councils</b>							
2020/75/12353/cllr training Authorised: lm	18/02/2021	2020/75	1	25.00	0.00	25.00	0.00
					0.00	25.00	

Above paid on 24/02/2021 by Online Payment Ref CALC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>EE</b> <b>EE Ltd</b>							
960399960/12255/AMW phone Authorised: jp	05/11/2020	960399960	1	30.00	0.00	30.00	0.00
960406352/12252/AMW phone Authorised: jp	17/11/2020	960406352	1	60.00	0.00	60.00	0.00
C960406352/12253/credit Authorised: jp	17/11/2020	C960406352	1	-60.00	0.00	-60.00	0.00
C960406352A/12254/credit Authorised: jp	17/11/2020	C960406352A	1	-60.00	0.00	-60.00	0.00
960433054/12324/officer mobile Authorised: jp	14/01/2021	960433054	1	1,645.20	0.00	1,645.20	0.00
960433055/12326/officer phones Authorised: jp	14/01/2021	960433055	1	1,645.20	0.00	1,645.20	0.00
960436339/12325/credit Authorised: jp	20/01/2021	960436339	1	-240.00	0.00	-240.00	0.00
960439866/12327/credit Authorised: jp	27/01/2021	960439866	1	-1,200.00	0.00	-1,200.00	0.00
					0.00	1,820.40	

Above paid on 24/02/2021 by Online Payment Ref EE

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LININGS</b> <b>Linings &amp; Hoses Ltd</b>							
CST256525/12354/jump leads etc Authorised: rb	18/02/2021	CST256525	1	186.77	0.00	186.77	0.00
					0.00	186.77	

Above paid on 24/02/2021 by Online Payment Ref LININGS

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

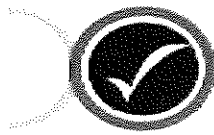
Entered Month 11  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TSELECT</b> <b>T &amp; S Electrical Limited</b>							
2262/12356/ceiling tiles Authorised: mjl	08/02/2021	2262	1	206.40	0.00	206.40	0.00
					<u>0.00</u>	<u>206.40</u>	
Above paid on 24/02/2021 by Online Payment Ref TSELECT							
<b>WATERLOGIC</b> <b>Waterlogic GB Ltd</b>							
5984529/12357/drinking water Authorised: mjl	31/12/2020	5984529	1	99.90	0.00	99.90	0.00
					<u>0.00</u>	<u>99.90</u>	
Above paid on 24/02/2021 by Online Payment Ref WATERLOGIC							
<b>Total Purchase Ledger Payments</b>						<u>0.00</u>	<u>2,473.47</u>

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	25 <sup>th</sup> March 2021 7pm	<b>LOCATION</b>	Virtual meeting via Zoom
<b>REPORT FROM</b>	Jackie Potts – Support Manager & RFO		
<b>AGENDA ITEM REPORT TITLE</b>	<b>14 Second Interim Internal Audit Report 2020/21</b>		
<b>Background</b>	<p>The statutory instrument of government which is the Accounts and Audit Regulations 2015 Section 5(1) requires the Town Council to ‘undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes’.</p> <p>Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps the Town Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the council on whether its systems of financial and other internal controls over its activities and operating procedures are effective.</p> <p>Congleton Town Council has appointed Auditing Solutions Ltd to carry out its internal audit. The internal auditor normally comes to the offices 3 times per year and produces a report each time which must be approved by either F&amp;P or Council.</p>		
<b>Updates</b>	This second interim report for 20/21 was completed remotely due to the Covid 19 regulations in force.		
<b>Decision Requested</b>	To receive and approve the Internal Audit Report – second interim 2020/21		



**AUDITING SOLUTIONS LTD**

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## **Congleton Town Council**

*Internal Audit Report 2020-21: Interim update*

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*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 and 21<sup>st</sup> February 2021. 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.

## 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 and January 2021;
- 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 and bank accounts as at 31<sup>st</sup> January 2021 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 financial year end 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 continued 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 financial year end 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 continued work in this area examining a sample of payments to 31<sup>st</sup> January 2021.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to December 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 financial year end 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.

We also note that the Council approved a precept of £954,146 for 2021-22 at its December 2020 meeting.

### *Conclusions*

*There are no matters requiring formal comment or recommendation in this area of our review process.*

## **Review of Income**

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

- At this interim update visit we have reviewed the income generated in respect of the Town Hall Bookings and the invoicing of hire and their subsequent receipt. We are pleased to report that the process is well managed and that records are maintained in a satisfactory manner.
- 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 January 2021 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 further work at our financial year end 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 suggested that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. We note that this has been undertaken and minuted at the Finance and Policy Committee meeting on 26<sup>th</sup> January 2021.

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.*

## **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 1<sup>st</sup> 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 half-yearly loan repayments 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 our financial year end review.*

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	25 <sup>th</sup> March 2021 7.00pm	<b>LOCATION</b>	Via Zoom
<b>REPORT FROM</b>	CO and RFO		
<b>AGENDA ITEM REPORT TITLE</b>	Business Risk Assessment 21/22		
<b>Background</b>	<p>Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts and Audit regulations 2015:</p> <p><i>“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk”</i></p> <p>Congleton Town Council acknowledges that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities and community against potential losses. The Council is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focused approach to managing any risks.</p> <p>Congleton Town Council currently adheres to the guidance given by JPAG (Joint panel on Accountability and Governance) in their publication “Governance and Accountability for Smaller Authorities in England” Section 5 for the layout of the Business Risk Assessment. Behind this sits detailed risk assessments for all Streetscape activities; Town Hall activities, Paddling Pool, and events in the town centre.</p>		
<b>Updates</b>	The management team has updated the Business Risk Assessment in its current form for 2021/22.		
<b>Decision Requested</b>	To approve the Business Risk Assessment 2021/22		

## Business Risk Assessment 2021/22

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required	
<b>ASSETS and SERVICES</b>							
1a	Security of Town Hall Building	Theft Maintenance Staff Safety Third person use	1	2	2 Low	Building property insured and reviewed annually. Alarm systems with automatic response for Town Hall. Low crime rate in Congleton. Weekly fire alarm checks and annual servicing. Record all incident Third parties sign a contract re liabilities. CCTV installed throughout the building	Weekly checks of property and actions taken to correct maintenance. CCTV Policy written and adopted - check annually
1b	Security of Town Treasures	Theft, damage	1	3	3 Med	Treasures locked in the safe. Keys held by CO and current Mayor. CCTV installed to view door of safe. Responsible person with treasures at all times if used for ceremonial or public viewing.	Regular checks need by Town Hall Manager /CO
1c	Maintenance of Town Hall, Museum	Not adequate budget for grade 2 building H&S – antisocial behaviour	1	3	3 Med	Ensure budget set for maintenance through Town Hall Committee and Council. Town Hall Manager to inspect property on regular basis for maintenance issues	Monitor budgets
1d	Town Hall Car parking area	H&S – vehicles and people	1	3	3 Med	Lighting, CCTV and sign added and general maintenance	Regular checks by Town Hall Manager
1e	Paddling Pool	Health and Safety Risk to workers, public and users Theft and damage to pump room and area.	2	3	6 High	Staff trained and Paddling Pool supervised when open. COSH Sheets and written procedures in place Detailed lock up procedures Insurance and Public Liability in place	Check procedures annually, make sure staff training is up to date.

## Business Risk Assessment 2021/22

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
	Storage of Chemicals				Maximum number policy added for busy periods which has been implemented during hot weather since summer 2018	
1f	Hillary Avenue Allotments –CTC owns the land	1	2	2 LOW	Work closely with the Allotment Association who manage the allotments on a day to day basis. Regular Site inspection. CTC public liability insurance	Review contract and working arrangement
1g	Cenotaph Memorial Sgt Eardley statue Treo memorial	1	3	3 Med	Regular checks of site for vandalism and damage included on our asset register for insurance. Within range of Town CCTV. New uplighters being added 2020.	Part of Streetscape checks
1h	Community Garden	1	2	2 LOW	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance. Regular volunteers working on site have signed the volunteer register. Volunteer policy updated 2019.	Part of Streetscape checks
1i	Community Polytunnel	1	1	1 LOW	Regular of inspection of site. Extra checks when used. Nothing of value kept here. CTC insurance	Part of Streetscape checks
1j	Christmas Lights	1	1	1 LOW	Insured through Town Council and stored securely. Use of professional operator to check, service, install and remove lights. Anchor points checked, tested and certified on rotation as best practice	Renewal of three-year contract which includes maintenance underway for 2021- 2023 inclusive.

## Business Risk Assessment 2021/22

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
1k	Streetscape Services - Operations	1	3	3 Med	Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes	Streetscape Manager to check risk assessments and training annually.
1l	Events	1	3	3 Med	Risk Assessment in place for each event Public liability put in place for events All documentation from third parties checked. Volunteer policy updated	Maintain existing procedures
1m	Licences	1	2	2 Low	All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually Premises Licence held for Town Hall and Town Centre	Maintain existing procedures
<b>2</b>	<b>Finance and Contracts</b>					
2a	Banking	1	3	3 Med	Funds located in 3 separate banks Policies in place in Financial regulations	RFO continual monitoring
2b	Investments	1	1	1 Low	Investment policy in place	RFO and Council to review annually or potentially sooner if negative interest rates.
2c	Precept	1	2	2 Low	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually
2d	Financial controls and records	2	2	4 Med	New RFO to be qualified AAT or similar and to undergo training. Financial Regulations reviewed annually.	Maintain existing procedures and provide training to new RFO

## Business Risk Assessment 2021/22

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
2e	Payments not accounted for	1	1	1 LOW	Internal and External audits and regular Finance and Policy Committee Meetings All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations.	Maintain existing procedures
2f	Cash Loss through theft or dishonesty	1	1	1 LOW	Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich.	Maintain existing procedures
2g	Bank Reconciliations Inadequate Checks Bank Errors	1	1	1 LOW	Bank reconciliations completed monthly and verified by a member of Finance and Policy committee. Checked via Internal Audits and reported to every Finance and Policy Committee	Maintain existing procedures
2h	Budgetary Process Inadequate budget preparation leading to inability to fulfil obligations	1	1	1 LOW	Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and External audits in place and follow financial regulations.	Maintain existing procedures
2i	Payments Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	1	3	3 Med	All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations. List of payments presented to Finance Committee. Clear audit trail of all expenditure and checked via Internal Audit	Maintain existing procedures
2j	Approval of Expenditure Unauthorised purchase	1	3	3 Med	All payment orders authorised by Council as per Financial Regulations.	Maintaining existing procedures



## Business Risk Assessment 2021/22

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
	Fraud					
2k	Cheque Books Loss of Cheques Fraudulent use	1	3	3 Med	All cheque books are kept locked in the office. All cheques double signed by 2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	Maintaining existing procedures but currently due to Covid all payment made by BACs – worth continuing post Covid.
2K(i)	BACs payments Payment to wrong supplier	1	1	1 LOW	Finance Asst produces bank schedule and emails to 2 signatories and inputs to bank. RFO authorises bank payment	Maintain existing procedures
2l	Credit Card Loss of Card Fraudulent use	1	1	1 LOW	Credit card kept double locked in Council office. Usage set out in the financial regulations. Current credit limit £3000	Maintaining existing procedures
2m	Salaries Incorrect payments to staff	1	2	2 LOW	Use external professional team Mitten Clarke to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient trained staff in place to undertake the task.	Maintaining existing procedures
2n	Annual Return Not submitted on time Incorrectly completed	1	3	3 Med	RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required	Maintaining existing procedures

## Business Risk Assessment 2021/22

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
2o	Streetscape Contract	2	2	4 Med	Keeping standards high. Examination and review of agreed contract 2021. Exploring additional external contracts. Look to align any third-party hire contracts with Service Level Agreement. Review of operating procedures	Review by Chief Officer and Streetscape Manager Record Risk of longer-term contract
2p	Catering / events support for Town Hall	2	2	4 Med	Following the end of the previous contract Town Council to review the future of events and catering needs in the Town Hall to provide a service that is good for customers, the Town Council and future partner(s)	Develop a new framework for a contract based on future needs of the Town Hall post COVID-19
2q	Town Hall Room Bookings					To be reviewed in line with outcome 2p
<b>3</b>	<b>Legal Liabilities</b>					
3a	Ensuring the Council Acts within its legal powers	1	2	2 Low	Chief Officer and three members of staff CILCA qualified. Use of manuals, advice from NALC and SLCC.	Maintaining existing procedures
3b	Insurance	1	3	3 Med	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance unnecessarily.	Maintaining existing procedures Update Asset Register annually Review overall valuation

## Business Risk Assessment 2021/22

Area	Risks identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
3c	<p>Areas not covered. Policy lapsed.</p> <p>Compliance with Inland Revenue Requirements</p> <p>Payments missed. Year-end returns inaccurate or submitted late.</p>	1	3	3 Med	<p>approved by Council. Annual update of asset values and checks of contracts and policies.</p> <p>Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.</p>	<p>of the Town Hall being the Town Councils key Asset</p> <p>Maintaining existing procedures</p>
3d	<p>Health and Safety of Staff, Visitors and Contractors</p> <p>Liability incurred if Council found to be at fault</p>	1	3	3 Med	<p>Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Regular contact with streetscape staff and Lone Workers.</p>	<p>Risk Assessments reviewed by managers at least annually.</p>
3e	<p>Legal Liability as a consequence of Asset ownership</p> <p>Injury caused through fault with asset or incorrect training in operation.</p>	10	3	3 Med	<p>Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually or as needed. Appropriate training given.</p>	<p>Under constant review</p>
3f	<p>Computer Records</p> <p>Reliability of system. Loss of data through system error or theft.</p>	1	3	3 Med	<p>Office 365 now used with replacement server within the Cloud. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus software and Firewall. Confidential files password protected</p>	<p>Maintaining existing procedures</p>
3g	<p>Paper records</p> <p>Storage of ancient documents Retaining documents appropriately</p>	1	1	1 Low	<p>Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.</p>	

## Business Risk Assessment 2021/22

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
3h	Tendering Process Procedures not followed for significant contracts. Best value not achieved. Fraud.	1	3	3 Med	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer	Maintaining existing procedures
3i	Register of Members Interests Not maintained in accordance with Code of Practice	1	2	2 Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Written declarations of interests submitted to the office by councillors.	Maintaining existing procedures
3j	Proper Document Control Documents unaccounted for. No proof of documents received.	1	1	1 Low	Filing system established and updated. Data Protection Act and GDPR requirements in place. Document retention policy in place. Councillors' mail available for collection – currently scanned and emailed.	Maintaining existing procedures
3k	GDPR Failure to safeguard personal information. Misuse of information lead to break of regulations	1	3	3 Med	Firewall and IT security regularly updated. Database audit checked annually. Data protection and privacy policy published. ICO registration checked and paid annually. All data collection sheets state purpose and how stored and used.	Maintain existing procedures

**Business Risk Assessment 2021/22**

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
31	Climate Change Emergency	Failure to reduce carbon impact from services and activities and to meet mitigation measures to meet Climate Change Emergency	2	2	Med	Establishment of a Green Working Group for the town council which monitors carbon footprint.  Consider Environmental impact on all services and activities.