



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

3<sup>rd</sup> June 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 10<sup>th</sup> June 2021** commencing at **7.00pm.**

- The Public and Press are welcome to attend the meeting, please note - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to the meeting.
- There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

Yours sincerely,

David McGifford  
Chief Officer

## AGENDA

### 1. Apologies for absence

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

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

To approve and sign the [minutes of the Finance & Policy Committee held on 25<sup>th</sup> March 2021.](#)

Congleton  
**beartown**  
*where friends are made*

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Email: [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)

**3. Declarations of Interest**

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

**4. Outstanding Actions**

To review any outstanding actions from previous meetings.

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

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

**6. Urgent Items**

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

**7. Regeneration Working Group**

To receive a verbal update from the Regeneration Working Group.

**8. [Grant Approvals and Commitments 2021/22](#) (Enclosed)**

To receive a statement showing the current position as at 01/04/2021.

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

- [Grant ref GR01/2122 -Congleton Bath House & Physic Garden](#)
- [Grant ref GR02/2122 -Congleton Harriers](#)
- [Grant ref GR03/2122 -New Life Church](#)
- [Grant ref GR04/2122 -Congleton Pub Watch](#)

**10. New Grant Activities Monitoring Forms and correspondence (Enclosed)**

To receive a [grant monitoring form](#) from [Clonter Farm Music Trust](#).

To consider correspondence from Congleton Guides concerning grant money awarded to attend a jamboree in Poland in 2020 cancelled due to COVID-19.

**11. Management Accounts and Unaudited Financial Statements (Enclosed)**

To receive and approve the [Management Accounts and Unaudited Financial Statements for the Financial year to 31/03/2021](#).

**12. Bank Reconciliation (Enclosed)**

To receive and consider the [bank reconciliation as at 30<sup>th</sup> April 2021](#).

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

To receive and consider the [Savings Account 2 balances as at 30<sup>th</sup> April 2021](#).

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

To receive and approve the [Payments lists between 1<sup>st</sup> March to 31<sup>st</sup> March and 1<sup>st</sup> April to 30<sup>th</sup> April 2021.](#)

**14. Fixed Asset Register and Inventory as at 31<sup>st</sup> March 2021** (Enclosed) To

receive the [Fixed Asset Register and Inventory as at 31<sup>st</sup> March 2021.](#)

**15. Annual Governance and Accountability Return (AGAR) 2020/21** (Enclosed)

To receive and recommend for approval to Council the AGAR for 2020/21.

**16. Internal Audit** (Enclosed)

To consider a [report suggesting a fourth internal audit check for 2021/22.](#)

To: Members of the Finance & Policy Committee

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

Suzie Akers Smith, Duncan Amies, David Brown, Paul Duffy, George Hayes, Rob Moreton, Jean Parry, James Smith

**Ex-Officio:** Cllr Denis Murphy (Town Mayor); Cllr Margaret Gartside (Deputy Town Mayor)

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

## CONGLETON TOWN COUNCIL

### Minutes of the Finance and Policy Committee Meeting held on Thursday 25<sup>th</sup> March 2021

Conducted via Zoom

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

For the papers discussed at the meeting, please see the Meeting Agenda of the Finance and Policy Committee held on 25<sup>th</sup> March 2021

PRESENT      Committee members:

David Brown  
Russell Chadwick  
Robert Douglas (Chair)  
Jean Parry  
James Smith

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

Non-committee members      Cllr Kay Wesley

Also present:    CTC Officers David McGifford (Chief Officer) and Jackie Potts (RFO)  
1 member 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 Councillors Duncan Amies; Paul Duffy; Rob Moreton; George Hayes; Mark Rogan.

#### 2. Minutes of Previous Meetings

**FAP/45/2021 RESOLVED** to approve the minutes of the meeting held on 28<sup>th</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.

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

### **4. Outstanding Actions**

There were no outstanding actions.

### **5. Questions from Members of the Public**

Questions were received from:

- a) Andrew Copestick asking for CTC to justify requesting S106 from Cheshire East Council for Elizabeth’s Statue.
- b) Olga Whitmore requesting a breakdown of Congleton Partnership expenditure.
- c) Olga Whitmore requesting information on Congleton Community Projects spending of CTC’s annual grant.
- d) Olga Whitmore asking if CTC was still paying monthly rental on behalf of HAAA on demolished garages.
- e) Olga Whitmore asking which allotment had expenditure of £1,437 against it.

The questions and responses can be seen in Appendix 1

### **6. Urgent Items**

None.

### **7. Grant Approvals and Commitments 2020/21**

**FAP/46/2021 RESOLVED** that the statement to 28<sup>th</sup> February 2021 be received.

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

**FAP/47/2021 RESOLVED** to award the following grants:

- **Grant ref GR16/2021 – Clonter Farm Music Trust - £325**

### **9. Management Accounts**

**FAP/48/2021 RESOLVED** to receive the Management Accounts to 28<sup>th</sup> February 2021.

### **10. Bank Reconciliation**

**FAP/49/2021 RESOLVED** to receive the bank reconciliation as at 28<sup>th</sup> February 2021.

**11. Savings Account Balances**

**FAP/50/2021 RESOLVED** to receive the Savings Account balances as at 28<sup>th</sup> February 2021.

**12. List of Payments**

**FAP/51/2021 RESOLVED** to receive and approve the Payments lists between 1<sup>st</sup> January 21 and 28<sup>th</sup> February 2021.

**13. Potential effect of zero-rate interest rates on investments**

**FAP/52/2021 RESOLVED** to receive a verbal update from a virtual meeting with CCLA stating that although unlikely, if the Bank of England interest rate fell to below 0% negative interest rates could lead to a fall in the value of investments.

**14. 2<sup>nd</sup> Interim Internal Audit Report 20/21**

**FAP/53/2021 RESOLVED** to receive and note the 2<sup>nd</sup> Interim Internal Audit report 20/21 from Auditing Solutions Ltd and to agree that the council's Standing Orders delayed review would take place during the first quarter of 2021/22.

**15. Annual review of the Business Risk Assessment 2021/22**

**FAP/54/2021 RESOLVED** to receive and approve the Business Risk Assessment for 2021/22. It was noted that item 1(e) Paddling Pool was a high risk and it was suggested that for future Risk Assessments an extra column could be added to show a comparison with the previous year's risk value.

**Cllr Robert Douglas  
Chair**

## **APPENDIX ONE: PUBLIC QUESTION TIME:**

### **Question 1: Andrew Copestick, resident**

How can the council justify asking Cheshire East Council the possibility of builders' community contributions towards the Elizabeth statue fund through either Cils or Section 106 money during a pandemic.?

Was this same money asked for in previous projects such as Treo and should any spare money be available, have the Council nothing more important where they feel it should go in the current circumstances?

#### **Response from Committee Chair:**

As explained in the Communities and Environment Committee on the 11<sup>th</sup> March the Elizabeth group asked if CTC officers could ask CEC if there was any CILs or Section 106 funding available that could support the Elizabeth project. It was always anticipated that this would be a long shot. Section 106 and Community Infrastructure Levy (CIL) are legal agreements that Cheshire East Council enters into with developers. The agreement is usually allocated to specific projects such as affordable housing, highway, parks, green spaces and infrastructure such as schools and health. In the past, discussions with officers at CEC has led to section 106 funding being allocated to help fund the renovations of the Moody Street pocket garden and Margaret's Place Garden. It also helped to fund the River Dane walkway paths and upgraded some of the equipment in local play parks. The Treo statue was funded through private donations.

### **Question 2: Olga Whitmore, resident**

Is it possible to have a breakdown of Congleton Partnership money, the sum of £32,291?

#### **Response from Committee Chair:**

This sum is made up of two elements of firstly, our grant to the Partnership and secondly, a proportion of a salary of one of our members of staff. As I am sure you appreciate, given one of the elements relates to personal information relating to one of our staff, it would not be appropriate to provide a more detailed breakdown of this information.

### **Question 3: Olga Whitmore, resident**

What Community Projects are allocated £16.000? There were no community projects due to lockdown last year.

#### **Response from Committee Chair:**

Congleton Community Projects receive an annual grant from Congleton Town Council which will still have fixed costs to incur even during the pandemic. Many charitable and community organisations have struggled during this difficult time. We suggest that you contact Congleton Community Projects for additional detail on the projects that they have been carrying out during this difficult period of the pandemic, but we are aware that they are also working hard in preparing numerous exciting events for 2022, being the 750th anniversary of the granting of our Town's Charter.

**Question 4: Olga Whitmore, resident**

Does CTC still pay to Dane Housing DD of £36.28 for renting the garages? The garage has been vacated and demolished in January 2021.

**Response from Committee Chair:**

CTC no longer pays for the renting of the garages which did cost £ 36.28 per month and which totalled £ 435.36 per year. CTC did make a one-off payment of £ 1,000 towards the cost of a new storage container. This one-off payment by terminating the monthly rental payments was justified on the grounds that it represented the very good pay back of just 2.3 years.

**Question 5: Olga Whitmore, resident**

Since there are 2 Allotment Associations in the town, which allotment was paid £1,437?

**Response from Committee Chair:**

CTC owns the land at Hillary Avenue allotments, so it is a CTC asset on the asset register and has an annual budget for maintenance of the land (overhanging trees, bushes etc). This is the only allotment that CTC is involved with.

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Congleton Town Grant Commitments											
Specific Budgets											
Date Grant Approved	To	For	Grant Ref	Section	Minute Referen	EMR b/fwd	Budget	Approved 20/21	Paid £	Outstandi	Date Paid
01/04/2021	Congleton Museum	Notional rent		GpoC			4,500.00	4,500.00	4,500.00	0.00	01/04/2021
01/04/2021	Community Projects	Project support		GpoC			16,000.00	16,000.00	16,000.00	0.00	01/04/2021
01/04/2021	Congleton Partnership	Rent		GpoC			1,533.00	1,533.00	1,533.00	0.00	01/04/2021
01/04/2021	Citizens Advice Bureau	annual grant		GpoC			15,000.00	15,000.00	15,000.00	0.00	01/04/2021
01/04/2021	Royal British Legion	Remembrance Day Parade		GpoC			1,000.00	1,000.00		1,000.00	
01/04/2021	St Peter's Church	Church clock maintenance		PCA1957 s2			300.00	300.00		300.00	
<b>Totals</b>						0.00	38,333.00	38,333.00	37,033.00	1,300.00	
	<b>Ear marked reserve b/fwd</b>						£0				
	<b>Budget 2021/22</b>						£38,333				
	<b>Total approved to date</b>						£38,333				
	<b>Total awaiting application</b>						£0				

Congleton Town Grant Commitments 2021/22										
Permitted										
Date Grant Approved	To	For	Grant Ref	Section	Minute Reference	Approved EMR b/fwd £	Approved 21/22 £	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	
12/09/2019	Cong URC	Contribution to new kitchen		Gpoc	FAP/13/1920	1000.00			1000.00	
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	
10/09/2020	The Symphonia Verbum Orchestra	Support for music in schools		Gpoc	FAP/14/2021	350.00			350.00	
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	Dane Valley Scout Group	Contribution to storage unit	GR15/2021	Gpoc	FAP/35/2021	250.00			250.00	
<b>Totals</b>						<b>8354.00</b>	<b>4500.00</b>	<b>0.00</b>	<b>12854.00</b>	
	<b>EMR b/fwd</b>					<b>£8,354.00</b>				
	<b>Budget 21/22</b>					<b>£19,500.00</b>	<b>£57,833.00</b>	Total Grant budget		
	<b>Total approved to date</b>					<b>£8,354.00</b>				
	<b>Total money still available for grants</b>					<b>£19,500.00</b>				



# Congleton Town Council

## Application for Financial Assistance

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

Application Reference Number (office use only)	<b>GR01/2122</b>	
1.1	Applicant(s):	JOHN COCKELL
1.2	Representing:	CONGLETON BATH HOUSE + (Congleton Building Preservation (C.B.P.))
1.3	Email Address:	
1.4	Tel/Na.	
1.5	Project Title:	Signs & leaflet
1.6	Project Objectives:	To add a sign to the garden a plan & guide of the garden by main gate. A wooden leaflet dispenser for visitors.
1.7	Brief Project Description:	Addition of one sign in the garden a plan & guide of the garden by main gate. A wooden leaflet dispenser for visitors.
1.8	Detailed accounts/budgets	Sign £100 Leaflet dispenser £50

		£150
Part 2:	Cost Details / Resources / Timescale	£150
2.1	Total Cost of Project: Total	
2.2	contribution sought:	
	What will the money be spent on?	



2.4	Any ongoing costs:	N/A.
2.5	Details of confirmed match funding include source Cosh:  In kind:	<p>TM OJ; [ ] [ ] - [ ] [ ] OJ [ ] [ ]</p> <p>1% [?] [?] [?] [?]</p> <p>°--o" [ ] c, "v\ (.</p>
2.6	Resources needed:	N/A
2.7	Estimated timescale of project from start to finish:	N/A

**Part 3: Potential Benefits/ Outputs**

3.1	What are the potential benefits/outputs to residents of Congleton	Improved visitor information + guide to Physic Garden.
3.2	Are there similar services/projects provided in the area	N/A

**Part 4: Evaluation/Publicity**

4.1	How will the project be evaluated and who will carry out the evaluation?	<p>V ; ; . leo. OJ... ( ) [?] [?] [?]</p> <p>[?] [?] [?] [?] [?]</p>
4.2	Describe how you will promote the Town Council in your project	Town council support acknowledged on leaflet. In Bloom participation. Visitor footfall.

Signature: [Redacted]

Date: 24/3/21

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

## Application for Financial Assistance



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

Application Reference Number (office use only)	GR02/2122
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1.1	<b>Applicant(s):</b>	Phil Dawson
1.2	<b>Representing:</b>	Congleton Harriers
1.3	<b>Email Address:</b>	████████████████████
1.4	<b>Tel No.</b>	██████████
1.5	<b>Project Title:</b>	Congleton Half Marathon 3rd October 2021
1.6	<b>Project Objectives:</b>	To promote running to the people of Congleton and surrounding areas, not only club runners but also non club runners of all running abilities and experience. To use surplus funds to support local charities and not-for-profit groups.
1.7	<b>Brief Project Description:</b>	<p>The Congleton Half Marathon is now in its 37th year and is well-known within the North West and Midlands running circle's calendar. It also forms part of the North Staffs Road Runners' Association's Race Programme.</p> <p>The race starts from Congleton High School, passes Radnor Bank then looping out via Marton and Swettenham before returning to the school.</p>
1.8	<b>Details accounts/budgets</b>	The race is organised purely by volunteers from Congleton Harriers Running Club and local groups. Based on 2019's expenditure we can give an estimate of total costs as £8784. Similarly, we can only give an estimate of likely income for 2021 based on previous numbers. It is forecast that 400 runners will enter, which based on current entry fees would generate an income of £10,000

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

2.1	<b>Total Cost of Project:</b>	Approximately £8784
2.2	<b>Total contribution sought:</b>	<b>£705 Specifically costs for Medical services</b>
2.3	<b>What will the money be spent on?</b>	<b>Specifically, financial support will be used for hire of Jola Medical services for provision of emergency medical services on the day.</b>

		Copy of last year's accounts is attached
2.4	<b>Any ongoing costs:</b>	Rental of storage space for equipment – estimated at £100 per annum.  The majority of the large costs in 2.3 will repeat each year.
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	None at this point in time.
2.6	<b>Resources needed:</b>	<b>Specifically, financial support for medical services</b>
2.7	<b>Estimated timescale of project from start to finish:</b>	Race is completed in one day and starts from 07:00. Planning, preparation and close off takes approximately 6 to 9 months of each year.

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	<ul style="list-style-type: none"> <li>• Promotes a positive image of Congleton outside the area.</li> <li>• Promotes an interest in running for people of all running abilities.</li> <li>• Encourages higher levels of fitness.</li> <li>• Feel good from raising monies for local charities.</li> <li>• This year's charities are: Congleton Food Bank, Astbury Mere Trust, East Cheshire Hospice.</li> <li>• Introduction to local running clubs.</li> <li>• Opportunity to support family, friends and local charities and organisations during the run.</li> <li>• Deployment of local groups as helpers e.g. Scouts, Brownies, ATC, etc. good for their personal development.</li> <li>• Reinforce links with Congleton High School, local businesses and community.</li> </ul>
3.2	<b>Are there similar services/projects provided in the area</b>	Other local races, but not of this kind or scale nor on this specific day.

### Part 4: Evaluation

4.1	<b>How will the project be evaluated?</b>	<ul style="list-style-type: none"> <li>• A full profit and loss account will be prepared.</li> <li>• A formal post-race review meeting will take place.</li> <li>• A press report will be written.</li> <li>• External race referee representing UK Athletics will attend and write a report.</li> </ul>
4.2	<b>Who will carry out the evaluation?</b>	<ul style="list-style-type: none"> <li>• Race Committee</li> <li>• Congleton Harriers</li> <li>• UK Athletics</li> </ul>

Signature: P.B.Dawson

Date: 23.4.2021



# Congleton Town Council

## Application for Financial Assistance

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

Application Reference Number (office use only)	GR03/2122
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1.1	<b>Applicant(s):</b>	Jeff Cutts
1.2	<b>Representing:</b>	New life Church
1.3	<b>Email Address:</b>	Jeff.Cutts@nlchurch.org.uk
1.4	<b>Tel No.</b>	01260 297961
1.5	<b>Project Title:</b>	Table Tennis for a group of old people
1.6	<b>Project Objectives:</b>	To provide Table Tennis facilities for a group of old people while Congleton Leisure Centre is being refurbished
1.7	<b>Brief Project Description:</b>	<p>An elderly group of people have for some years, played Table Tennis at Congleton Leisure Centre for the very favourable cost of £1.30 per session. They have got to know one another quite well, and, despite the Leisure Centre closing, for at least 18 months, they want to keep their group going within the town.</p> <p>New Life Church has provided the group with a room and one table tennis table and is allowing them to play there for free twice a week. But there is a major problem - they have only got one Table Tennis table. There are 12/15 elderly people who play regularly, so they need a second table. This application is for a grant to provide this while the Leisure Centre is closed. After that the table could be given to another community group, as New Life Church does not normally need two.</p>
1.8	<b>Details accounts/budgets</b>	

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

2.1	<b>Total Cost of Project:</b>	£208.99 (Table + delivery)
2.2	<b>Total contribution sought:</b>	£200
2.3	<b>What will the money be spent on?</b>	A Table Tennis table



2.4	<b>Any ongoing costs:</b>	None
2.5	<b>Details of completed match funding include source</b> Cash:  In kind:	None  Use of a room at NLC and the existing Table Tennis table
2.6	<b>Resources needed:</b>	None
2.7	<b>Estimated timescale of project from start to finish:</b>	From the present time until the Leisure Centre is available again

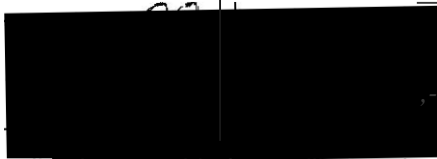
### Part 3: Potential Benefits/ Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	The group consists of elderly Congleton people who are trying to keep fit and healthy.
3.2	<b>Are there similar services/projects provided in the area</b>	No - other facilities require that you join a club or travel to Biddulph

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	Councillor Amanda Martin will liaise with Jeff Cutts and report back to the Council
4.2	<b>Describe how you will promote the Town Council in your project</b>	A brief report will be submitted for publication in Bear Necessities

Signature:



Date: 2-6-20

NOT PERSONAL; details given on this form will be redacted for public purposes, but the office will keep a copy - 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.



## DONNA YIndoor Outdoor Table Tennis Table

Full Size

**£199 .00**

£299 .99

### **Specialist delivery**

Using the standard service, your order should be with you within **3 - 14 working days** (excludes Sundays and public holidays).

**£9.99**



# Congleton Town Council Application for Financial Assistance

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

<b>Application Reference Number (office use only)</b>		GR04/21/22
<b>1.1 Applicant(s):</b>	Mick Luke, Chair of Congleton Pubwatch Group	
<b>1.2 Representing:</b>	[REDACTED] Congleton Pub Watch	
<b>1.3 Email Address:</b>	[REDACTED]	
<b>1.4 Tel No.</b>		
<b>1.5 Project Title:</b>	Congleton Pubs: Zero tolerance to drugs	
<b>1.6 Project Objectives:</b>	<p>To reduce and stop the illegal use of drugs in Congleton's pubs so creating a more pleasant and safe environment for residents and visitors to the town.</p> <p>To re-establish the town's reputation post lockdown as a pleasant and safe place to go day or night.</p>	
<b>1.7 Brief Project Description:</b>	<p>For the Licence holders, police and council to work together in a co-ordinated and targeted approach to give out a clear message that drug use will not be tolerated in our pubs.</p> <p>Operation has been devised by PubWatch members with support of the Police to take a tough stance against drug use in licenced premises.</p> <p>The Pub Watch Group in partnership with the Police and Town Council would like to carry a co-ordinated campaign show that drug taking in Congleton Pubs will not be accepted. The Police will support the campaign by increasing local patrols and periodically carrying out visits with dogs trained to sniff out drugs. This is part of an initiative to support the licensees and reassure the public. The Police will also support the campaign by carry out the operational orders and associated actions.</p> <p>Pub Watch members will be taking a tough approach on anyone found to be in procession of drugs on their premises and will issue 12 month bans. The ban will be enforced in all the pubs in Congleton PubWatch.</p>	
<b>1.8 Details accounts/budgets</b>	<p>The PubWatch group is asking the Town Council to support this initiative by supplying a grant or equipment to make drug detection easier during this coordinated targeted campaign.</p> <p>Pub Watch is a voluntary group currently attended by 22 establishments. Members pay £10 a year to help with meeting costs. The group relies on donations or grants for any projects.</p>	

Part 2: Cost Details/ Resources/ Timescale

2.1	<b>Total Cost of Project:</b>	<p>i Most of the costs are volunteer time plus Police time and resources.</p> <p>PubWatch is asking for the Town Council to support this initiative by either donating the equipment or offering the group a grant to allow them to purchase equipment to make drug detection easier in our pubs. The equipment would be supplied to 20 independent pubs that are part of PubWatch (the two national chain pubs are able to get equipment from their regional offices)</p>
2.2	<b>Total contribution sought:</b>	£399.75 if a grant or supply of equipment.
2.3	<b>What will the money be spent on?</b>	<p>The Town Council funding would be spent on</p> <p>20 x packs of Cocaine detection wipes @ £16.99 per pack (including VAT)</p> <p>S x packs of UV Torches @£1L99 per pack (including VAT)</p>
2.4	<b>Anyongoing costs:</b>	Nat to the Town Council
2.5	<b>Details of confirmed match funding Include source</b> Cash:  In kind:	<p>£0</p> <p>Drug sweeps and drug dog visits from the Police</p>
2.6	<b>Resources needed:</b>	<p>Help with publicity</p> <p>Help with supplying drug detection equipment</p>
2.7	<b>Estimated timescale of project from start to finish:</b>	This is an on-going Issue - but the intention is to get everything in place for a crackdown on drugs over a targeted time to be agreed with the Police, but shortly after the hospitality industry is allowed to fully reopen.

Part 3: Potential Benefits/ Outputs

3.1	<b>What are the potent/al benefits/outputs to residents of Congleton</b>	<p>It is in all our interests to have a strong evening economy and a reputation as a safe and enjoyable place to go in the evening.</p> <p>The evening economy employs many local people</p> <p>This project meets 4.8 of the Town Council's Business Plan focused on working with partners to carry out initiatives designed to reduce anti-social behaviour in our town.</p>
-----	--	--

3.2	<b><i>Are there similar services/projects provided in the area</i></b>	Not that we are aware of - this is something that we would like to do as a group of licencees in Congleton as it appears that since the pubs re-opened that drug use has increased.
-----	--	---

**Part 4: Evaluation/Publicity**

4.1	<b><i>How will the project be evaluated and who will carry out the evaluation?</i></b> ?	The project will be evaluated by the Pub Watch group- based on the number of incidents of drug related activities recorded in the pubs and feedback from the Police on drug related activity in the town.
4.2	<b><i>Describe how you will promote the Town Council in your project</i></b>	The Town Council will be included as a Partner in all publicity surrounding this project.

*Signature:*



*Da=te:* **2Jb/2-1**

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.



# Town Council Grant

## Activities Monitoring Form

1. Contact Details	
Organisation name:	Clonter Farm Music Trust
Address:	Clonter Opera Theatre, Trap Road, Swettenham Heath, Congleton, Cheshire. CW12 2LR

2. Grant Information			
Grant Reference Number:	GR16/2021		
Total project cost:	£2876		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£ 534*
--	-----------------	--------

Please list receipts below:

1x catering receipt for the provision of afternoon tea for 59 people.

\*please note the discrepancy between this figure and our application figure of £325 is due to two factors 1. We needed more than 50 teas and 2. Our usual caterer for this event was unavailable and the cost per head for this caterer was higher.

3. Project Information			
When did the project commence?		25.03.21	
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:

The grant of £325 from Congleton Town Council was utilised toward the provision of afternoon tea for the elderly in our community in Care Homes. The tea was accompanied by “songs from the shows” sung by two professionally trained opera singers.

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

Throughout lockdown we have been providing concerts for some of the most vulnerable in our community, particularly those who are cared for. The feedback we have received has convinced us that these events really have helped to lift the spirits and support the wellbeing of our community. Internally we felt it was so important to continue reaching people who could not come to the theatre we decided to utilise some of our very limited unrestricted funds (general donations) to make sure these concerts happened.

We really want to do more and currently hope to programme additional “tea With” events in September and December this year. What we have learnt during the pandemic is that the approach we have developed means that we can continue to reach our community adapting to whatever Covid restrictions are in place at the time.

*'I can honestly say that our residents were thrilled with your visit and thoroughly enjoyed the entertainment provided by your singers. The afternoon tea, although in the morning, was excellent and they all commented how lovely it was... It was such a lovely change for the residents, in these strange times and it made their day.'*

*Administrator, Clayton Manor*

#### 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)

The donation from the Town Council **will be** recognised in the July Clonter programme

## 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?

The grant form is quite difficult to use, an ordinary Word document would be easier to navigate.

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			x	
Relevance of guidelines		x		
Length of the process from submitting an application to receiving notification	x			
Advice given from the Town Council Grants Team (if applicable)	x			



# **CONGLETON TOWN COUNCIL**

## **COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	10/06/2021 7pm	<b>LOCATION</b>	Town Hall
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM REPORT TITLE</b>	<b>10 Management accounts and Unaudited Financial Accounts to 31/03/2021</b>		
<b>Background</b>	See attached spreadsheet and Unaudited Financial Statements. The Management accounts show income and expenditure for the full financial year by Committee and Cost Centre using the Rialtas Omega accounts package. DCK Accounting solutions provide the unaudited financial statements in a format similar to that for a small company. This is considered good practice for a Town Council the size of Congleton.		
<b>Updates</b>	<p>These figures are to 31<sup>st</sup> March 2021. 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. When the budget for 20/21 was set in October 2019 Covid 19 had not been heard of and no one envisaged what would happen in 2020. As a consequence the Town Hall trading account shows a loss of £31,702 due to the cancellation of events in the Town Hall and no income from the Commercial partner. This however, is offset by savings of £26532 made on the paddling pool not opening for the 2020 season; delaying the recruitment of staff and no events Civic or public resulting in a net underspend against budget of £151,684.</p> <p>The Unaudited Financial accounts show a surplus of £42,599 which is due to the management accounts allocating Ear Marked Reserves throughout the year to match expenditure on a monthly basis. Both sets of accounts show total movement in the accounts of £34,919 from 2020 to 2021 with £7,684 transferring to the general reserve to bring the level of general reserve to the amount recommended by the Audit and Accounting regulations.</p> <p><b><u>Finance and Policy Committee</u></b></p> <p><u>Corporate Management</u></p> <p>Overspend £6,400 but this is due to the internal transfer of overheads to other cost centres being less than budget.</p> <ul style="list-style-type: none"><li>• Computer/IT costs are over budget due to costs associated with getting all staff working from home. The Council's IT provider did do an excellent job to get everyone up and running at the first lockdown in March/April 2020.</li><li>• Printing and Stationery, Postage and Photocopying are under budget as more activity was completed online and by email.</li></ul> <p><u>Democratic/Civic</u></p> <p>Underbudget due to events not going ahead apart from:</p> <ul style="list-style-type: none"><li>• Council newsletter over budget due to extra pages with Covid 19 information.</li><li>• Website costs over budget to enable more updates/pages added to the website.</li></ul> <p><u>Grants</u></p> <p>Underspend of £17,325.</p>		

**Community and Environment Committee**

Under budget by £91,252 due to:

- Paddling Pool closed.
- Fewer hanging baskets and flowers
- Recruitment delayed
- Reduction in PCSO expenditure (carried over from 2019/20 when no PCSO in post)
- Less Christmas expenditure
- Less spent on Tourism\_

**Town Hall Assets and Services Committee**

Streetscape

Income – slightly below budget as external works stopped due to Covid.

Expenditure under budget as less spent on fuel, vehicle maintenance and delay in replacing staff member who retired.

Town Hall

Income down as no events in the Town Hall and no commercial partner, but income from the GP practices vaccine centre from December 20 – March 21.

Expenditure – savings on Marketing, Utilities and PRS licence due to partial closure of the Town Hall.

Cenotaph

The refurbished Cenotaph has low level lighting which had not been budgeted for but is only a nominal amount for electricity (£54 for 2020/21)

**Capital**

Capital expenditure includes the 2 half yearly loan repayments to PWLB plus replenishing the capital reserves. Capital replacement costs are reflected in the movement of reserves.

**Personnel Committee**

Staffing costs under budget due to delaying recruitment.

**Decision Requested**

To receive the Management Accounts for the financial year 2020/21

**Congleton Town Council - Management Accounts March 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)	143,297	141,048	-2,249	102%	
Travel	0	900	900	0%	
Training / Conferences	1,880	3,000	1,120	63%	
Rent Payable	13,950	13,950	0	100%	
Reception - TIC	3,700	3,450	-250	107%	
Miscellaneous Office Costs	811	1,660	849	49%	
Telephone/Fax/Internet	754	1,020	266	74%	
Stationery & Printing	1,836	2,900	1,064	63%	
Subscriptions & Publications	1,810	3,000	1,190	60%	
Insurance	4,480	3,500	-980	128%	
Computer/IT Costs	8,820	9,180	360	96%	
Photocopy Charges	13,941	11,600	-2,341	120%	
Recruitment Advertising	1,026	2,600	1,574	39%	
Other Advertising	523	500	-23	105%	
Bank Charges	70	300	230	23%	
Audit Fees - External	853	1,000	147	85%	
Audit Fees - Internal	2,000	2,000	0	100%	
Accountancy Support	1,335	1,290	-45	103%	
Legal & Professional fees	4,162	4,570	408	91%	
HR & H&S support	2,704	5,000	2,296	54%	
Central Overheads reallocated	3,517	4,590	1,073	77%	
Corporate Management:-Expenditure	-51,267	-63,095	-11,828	81%	
	<b>160,202</b>	<b>153,963</b>	<b>-6,239</b>	104%	-6,239
Interest Receivable	-2,839	-3,000	-161.00	95%	
Corporate Management :- Income	<b>-2,839</b>	<b>-3,000</b>	<b>-161</b>	95%	
<b>Net Expenditure over Income</b>	<b>157,363</b>	<b>150,963</b>	<b>-6,400</b>	104%	-6,400
<b>Civic</b>					
Staff Costs (re-allocated)	28,249	27,664	-585	102%	
Training / Conferences	1,002	2,000	998	50%	
Stationery & Printing	0	500	500	0%	
Marketing/Promotions	887	1,000	113	89%	
Council Newsletter	7,235	5,388	-1,847	134%	
Council Website	2,438	1,500	-938	163%	
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	2,095	2,534	439	83%	
Civic:-Expenditure	<b>45,537</b>	<b>55,536</b>	<b>9,999</b>	82%	9,999
Grants <u>Grants</u>	<b>44,258</b>	<b>61,583</b>	<b>17,325</b>	72%	
<b>F&amp;P Income - Expenditure Totals</b>	<b>247,158</b>	<b>268,082</b>	<b>20,924</b>	92%	20,924
<b>Community and Environment Committee</b>					
Propogation Unit	0	1,000	1,000	0%	
Floral Displays	9,067	12,250	3,183	74%	
Allotments	1,247	1,250	3	100%	
Congleton Partnership	33,420	35,227	1,807	95%	
Community Development	88,636	140,553	51,917	63%	
Crime Reduction/CCTV	34,460	53,650	19,190	64%	
Christmas Fayre/lights	11,604	16,000	4,396	73%	
Neighbourhood Plan	0	0	0	#DIV/0!	
Covid 19	18,530	0	-18,530	#DIV/0!	
Donations and transfer from Covid 19 EMR	-18,530	0	18,530	#DIV/0!	
Tourism	2,630	5,000	2,370	53%	
Youth and Young People	65	2,000	1,935	3%	
Luncheon Club	3,549	9,000	5,451	39%	
<b>Community and Environment - Expenditure Totals</b>	<b>184,678</b>	<b>275,930</b>	<b>91,252</b>	67%	91,252

**Town Hall, Assets and Services Committee**

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget	
<u>Padding Pool</u>	<u>473</u>	<u>27,005</u>	<u>26,532</u>	2%	26,532
<u>Cenotaph</u>	<u>54</u>	<u>0</u>	<u>-54</u>	#DIV/0!	-54
<u>Streetscape</u>					
Streetscape Expenditure	<u>549,247</u>	<u>596,969</u>	<u>47,722</u>	92%	
Streetscape - Income CEC	-366,701	-366,702	-1	100%	
Streetscape - External work income	-5,816	-15,000	-9,184	39%	
Streetscape - Other	-342	0	342	#DIV/0!	
Streetscape - Misc Income	-900	-900	0	100%	
	<u>-373,759</u>	<u>-382,602</u>	<u>-8,843</u>	98%	
Net Expenditure over Income	<u>175,488</u>	<u>214,367</u>	<u>38,879</u>	82%	38,879
<u>Town Hall</u>					
Town Hall - Expenditure	173,531	201,770	28,239	86%	
Town Hall - Income	-66,359	-126,300	-59,941	53%	
Net Expenditure over Income	<u>107,172</u>	<u>75,470</u>	<u>-31,702</u>	142%	
<u>Public Toilets</u>	<u>10,189</u>	<u>16,050</u>	<u>5,861</u>	63%	
<b><u>Town Hall, Assets and Services - Net Expenditure</u></b>	<b><u>293,376</u></b>	<b><u>332,892</u></b>	<b><u>39,516</u></b>	88%	
<b><u>Capital</u></b>	<b><u>46,778</u></b>	<b><u>46,770</u></b>	<b><u>-8</u></b>	100%	
<b><u>Total Net Expenditure</u></b>	<b><u>771,990</u></b>	<b><u>923,674</u></b>	<b><u>151,684</u></b>	84%	
<u>Personnel</u>					
Staff Costs	<u>742,901</u>	<u>829,960</u>	<u>87,059</u>	90%	
Transfer to EMR Tourism			10,000		
Transfer to Capital Contingency			134,000		
Transfer to General Reserve			7,684		
<b>Underspend 20/21</b>			<b><u>151,684</u></b>	0	

**Reserves as at 31/03/21**

General Reserve	226,244
Capital Equipment Fund	32,535
Capital Contingency Fund	440,993
EMR Elections	20,000
EMR Crime Prevention/Traffic calming	7,357
EMR Committed Grants	8,354
EMR Covid 19 Fund	16,156
EMR Partnership	53,291
EMR Business Recovery Fund	17,175
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	19,169
EMR Marketing	5,000
EMR Congleton Neighbourhood Plan	9,393
EMR Cenotaph	11,777
EMR Rotary Bonfire	5,000
EMR Civic	1,000
	<u>928,567</u>

**Congleton Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2021**

**Congleton Town Council**

**Table of Contents**

**31 March 2021**

	<b>Page</b>
<b>Table of Contents .....</b>	<b>2</b>
<b>Council Information .....</b>	<b>3</b>
<b>Statement of Responsibilities .....</b>	<b>4</b>
<b>Statement of Accounting Policies.....</b>	<b>5</b>
<b>Income and Expenditure Account .....</b>	<b>8</b>
<b>Statement of Movement in Reserves .....</b>	<b>9</b>
<b>Balance Sheet .....</b>	<b>10</b>
<b>Cash Flow Statement.....</b>	<b>11</b>
<b>Notes to the Accounts.....</b>	<b>12</b>
1 Interest and Investment Income .....	12
2 Agency Work .....	12
3 Related Party Transactions .....	12
4 Publicity .....	12
5 Audit Fees .....	12
6 Members' Allowances .....	12
7 Employees.....	13
8 Pension Costs .....	14
9 Tangible Fixed Assets .....	14
10 Financing of Capital Expenditure .....	15
11 Information on Assets Held.....	15
12 Current Asset Investments.....	16
13 Debtors.....	16
14 Creditors and Accrued Expenses.....	16
15 Long Term Liabilities .....	17
16 Financial Commitments under Operating Leases.....	17
17 Deferred Grants.....	17
18 Capital Financing Account.....	18
19 Revaluation Reserve .....	18
20 Earmarked Reserves.....	18
21 Reconciliation of Revenue Cash Flow .....	19
22 Movement in Cash .....	19
23 Reconciliation of Net Funds/Debt.....	19
24 Capital Commitments .....	20
25 Contingent Liabilities.....	20
26 Post Balance Sheet Events .....	20
<b>Appendices .....</b>	<b>21</b>

**Congleton Town Council**

**Council Information**

**31 March 2021**

**( Information current at 24th June 2021 )**

**Town Mayor**

Cllr D. Murphy

**Councillors**

Cllr M. Gartside (Deputy Mayor)

Cllr S. M. Akers Smith

Cllr D. S. Allen

Cllr D. Amies

Cllr M. Amies

Cllr D.T Brown

Cllr R. Chadwick

Cllr R. Douglas

Cllr P. Duffy

Cllr S. Firkin

Cllr G. P Hayes

Cllr R. Hemsley

Cllr S. A. Holland

Cllr A. M. Martin

Cllr R. Moreton

Cllr J. D. Parry

Cllr M. Rogan

Cllr J. Smith

Cllr K. Wesley

**Chief Officer**

Mr D McGifford

**Responsible Financial Officer (R.F.O.)**

Mrs J. Potts FMAAT, CiLCA

**Auditors**

PKF Littlejohn LLP

SBA Team, 1 Westferry Circus

Canary Wharf, London, E14 4HD

**Internal Auditors**

Auditing Solutions Limited

Clackerbrook Farm, 46 The Common

Bromham, Chippenham, Wiltshire, SN15 2JJ

**Congleton Town Council**  
**Statement of Responsibilities**  
**31 March 2021**

**The Council's Responsibilities**

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Responsible Financial Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2021 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

**Responsible Financial Officer's Certificate**

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Congleton Town Council at 31 March 2021, and its income and expenditure for the year ended 31 March 2021.

Signed: .....

Mrs J. Potts FMAAT, CiLCA- Responsible Financial Officer

Date: .....



**Congleton Town Council**  
**Statement of Accounting Policies**  
**31 March 2021**

**Auditors**

**The name and address of the External Auditors is provided for information only.**

**These Statements are not subject to audit and the External Auditors have no responsibility for them.**

**Accounting Convention**

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

**Depreciation Policy**

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

**Congleton Town Council**  
**Statement of Accounting Policies**  
**31 March 2021**

**Grants or Contributions from Government or Related Bodies**

**Capital Grants**

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Investments**

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 12.

**Debtors and Creditors**

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 15.

**Leases**

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

**Congleton Town Council**  
**Statement of Accounting Policies**  
**31 March 2021**

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 18 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Revaluation Reserves – hold balances representing unrealised gains on the appropriate asset since 1<sup>st</sup> April 2007.

Capital Financing Account – represent the council's investment of resources in such assets already made.

**Interest Income**

All interest receipts are credited initially to general funds.

**Cost of Support Services**

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

**Congleton Town Council**  
**Income and Expenditure Account**  
**31 March 2021**

	Notes	2021 £	2020 £
<b>Income</b>			
Precept on Unitary Authority		923,674	884,152
Grants Receivable		13,795	30,623
Rents Receivable, Interest & Investment Income		2,839	4,983
Charges made for Services		592,894	512,539
Other Income		-	457
Total Income		1,533,202	1,432,754
<b>Expenditure</b>			
<b>Direct Service Costs:</b>			
Salaries & Wages		(571,354)	(544,122)
Grant-aid Expenditure		(47,738)	(55,398)
Other Costs		(613,887)	(498,181)
<b>Democratic, Management &amp; Civic Costs:</b>			
Salaries & Wages		(171,546)	(162,459)
Other Costs		(51,479)	(55,055)
Total Expenditure		(1,456,004)	(1,315,215)
<b>Excess of Income over Expenditure for the year.</b>		<b>77,198</b>	<b>117,539</b>
<b>Exceptional Items</b>			
(Loss) on the disposal of fixed assets		(1,056)	(2,317)
<b>Net Operating Surplus for Year</b>		<b>76,142</b>	<b>115,222</b>
<b>STATUTORY CHARGES &amp; REVERSALS</b>			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(5,436)	(25,843)
Capital Expenditure charged to revenue	10	(29,163)	(12,803)
Reverse profit on asset disposals		1,056	2,317
Transfer (to) Earmarked Reserves	20	(34,916)	(61,233)
<b>Surplus for the Year to General Fund</b>		<b>7,683</b>	<b>17,660</b>
<b>Net Surplus for the Year</b>		<b>42,599</b>	<b>78,893</b>
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	20	34,916	61,233
Surplus for the Year to General Fund		7,683	17,660
		<b>42,599</b>	<b>78,893</b>

The council had no other recognisable gains and/or losses during the year.

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*The notes on pages 12 to 20 form part of these unaudited statements.*

**Congleton Town Council**  
**Statement of Movement in Reserves**  
**31 March 2021**

<b>Reserve</b>	<b>Purpose of Reserve</b>	<b>Notes</b>	<b>2021 £</b>	<b>Net Movement in Year £</b>	<b>2020 £</b>
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	19	100,943	-	100,943
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	18	369,158	(8,720)	377,878
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	702,323	34,916	667,407
General Fund	Resources available to meet future running costs		226,244	7,683	218,561
<b>Total</b>			<b>1,398,668</b>	<b>33,879</b>	<b>1,364,789</b>

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*The notes on pages 12 to 20 form part of these unaudited statements.*

**Congleton Town Council**

**Balance Sheet**

**31 March 2021**

	Notes	2021 £	2021 £	2020 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	9		1,968,504	2,013,957
<b>Current Assets</b>				
Debtors and prepayments	13	29,545		26,038
Investments	12	300,000		300,000
Cash at bank and in hand		<u>660,714</u>		<u>618,520</u>
		990,259		944,558
<b>Current Liabilities</b>				
Current Portion of Long Term Borrowings		(5,696)		(5,436)
Creditors and income in advance	14	<u>(61,691)</u>		<u>(58,589)</u>
<b>Net Current Assets</b>			<u>922,872</u>	<u>880,533</u>
<b>Total Assets Less Current Liabilities</b>			2,891,376	2,894,490
<b>Long Term Liabilities</b>				
Long-term borrowing	15		(336,431)	(342,127)
Deferred Grants	17		(1,156,277)	(1,187,574)
<b>Total Assets Less Liabilities</b>			<u>1,398,668</u>	<u>1,364,789</u>
<b>Capital and Reserves</b>				
Revaluation Reserve	19		100,943	100,943
Capital Financing Reserve	18		369,158	377,878
Earmarked Reserves	20		702,323	667,407
General Reserve			<u>226,244</u>	<u>218,561</u>
			<u>1,398,668</u>	<u>1,364,789</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2021, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 24th June 2021 .

Signed: .....  
Cllr D. Murphy  
Town Mayor

.....  
Mrs J. Potts FMAAT, CiLCA  
Responsible Financial Officer

Date: .....

.....

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*The notes on pages 12 to 20 form part of these unaudited statements.*

**Congleton Town Council**

**Cash Flow Statement**

**31 March 2021**

	Notes	2021 £	2021 £	2020 £
<b>REVENUE ACTIVITIES</b>				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(741,207)		(705,990)
Other operating payments		(682,484)		(578,970)
			(1,423,691)	(1,284,960)
<i>Cash inflows</i>				
Precept on Unitary Authority		923,674		884,152
Cash received for services		576,152		513,784
Revenue grants received		13,795		30,623
			1,513,621	1,428,559
<b>Net cash inflow from Revenue Activities</b>	21		89,930	143,599
<b>SERVICING OF FINANCE</b>				
<i>Cash outflows</i>				
Interest paid		(16,342)		(24,973)
<i>Cash inflows</i>				
Interest received		3,205		4,950
<b>Net cash (outflow) from Servicing of Finance</b>			(13,137)	(20,023)
<b>CAPITAL ACTIVITIES</b>				
<i>Cash outflows</i>				
Purchase of fixed assets		(29,163)		(12,803)
<i>Cash inflows</i>				
<b>Net cash (outflow) from Capital Activities</b>			(29,163)	(12,803)
<b>Net cash inflow before Financing</b>			47,630	110,773
<b>FINANCING AND LIQUID RESOURCES</b>				
<i>Cash outflows</i>				
Loan repayments made			(5,436)	(25,843)
<b>Net cash (outflow) from financing and liquid resources</b>			(5,436)	(25,843)
<b>Increase in cash</b>	22		<b>42,194</b>	<b>84,930</b>

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*The notes on pages 12 to 20 form part of these unaudited statements.*

**Congleton Town Council**

**Notes to the Accounts**

**31 March 2021**

**1 Interest and Investment Income**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	2,839	4,983
	<u>2,839</u>	<u>4,983</u>

**2 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

**3 Related Party Transactions**

The council entered into no material transactions with related parties during the year.

**4 Publicity**

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other Advertising	70	84
Marketing/Promotions	4,881	3,671
Council Newsletter	7,235	5,325
Council Website	2,438	1,791
	<u>14,624</u>	<u>10,871</u>

**5 Audit Fees**

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

**6 Members' Allowances**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
	<u>3,000</u>	<u>3,000</u>



**Congleton Town Council**

**Notes to the Accounts**

**31 March 2021**

**7 Employees**

The average weekly number of employees during the year was as follows:

	<b>2021</b>	<b>2020</b>
	<b>Number</b>	<b>Number</b>
Full-time	14	16
Part-time	12	10
Temporary	-	-
	<u>26</u>	<u>26</u>

All staff are paid in accordance with nationally agreed pay scales.

## Congleton Town Council

### Notes to the Accounts

31 March 2021

#### **8 Pension Costs**

The council participates in the Cheshire Pension Fund.

The Cheshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

Financial Reporting Standard for Small Enterprises (FRSSE), for schemes such as Cheshire requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

The cost to the council for the year ended 31 March 2021 was £119,592 (31 March 2020 - £110,657).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 21.35% of employees' pensionable pay with effect from 1st April 2021 (year ended 31 March 2021 – 21.35%).

#### **9 Tangible Fixed Assets**

	<b>Operational Freehold Land and Buildings</b>	<b>Operational Leasehold Land and Buildings</b>	<b>Vehicles and Equipment</b>	<b>Infra- structure Assets</b>	<b>Community Assets</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 31 March 2020	2,238,569	95,000	294,574	90,549	150,396	2,869,088
Additions	-	-	29,163	-	-	29,163
Disposals	(2,449)	-	(7,430)	-	-	(9,879)
At 31 March 2021	2,236,120	95,000	316,307	90,549	150,396	2,888,372
<b>Depreciation</b>						
At 31 March 2020	(503,549)	(22,800)	(244,010)	(80,036)	(4,736)	(855,131)
Charged for the year	(43,380)	(1,900)	(25,110)	(2,586)	(584)	(73,560)
Eliminated on disposal	2,204	-	6,619	-	-	8,823
At 31 March 2021	(544,725)	(24,700)	(262,501)	(82,622)	(5,320)	(919,868)
<b>Net Book Value</b>						
At 31 March 2021	1,691,395	70,300	53,806	7,927	145,076	1,968,504
At 31 March 2020	1,735,020	72,200	50,564	10,513	145,660	2,013,957

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

#### **Fixed Asset Valuation**

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2009 by external independent valuers, Messrs D Dingle B.Sc. Dip Arch (Hons) RIBA. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

#### **Assets Held under Finance Agreements**

The council holds no such assets.

**Congleton Town Council**

**Notes to the Accounts**

**31 March 2021**

**10 Financing of Capital Expenditure**

	2021	2020
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	29,163	12,803
	<hr/> 29,163	<hr/> 12,803
was financed by:		
Revenue:		
Capital Projects Reserve	11,537	12,803
Equipment Replacement Reserve	6,808	-
Precept and Revenue Income	10,818	-
	<hr/> 29,163	<hr/> 12,803

**11 Information on Assets Held**

Fixed assets owned by the council include the following:

**Operational Land and Buildings**

    Congleton Town Hall

    Allotments

**Operational Land and Buildings**

    Congleton Paddling Pool

**Vehicles and Equipment**

    Paddling Pool plant and equipment

    Christmas Lights

    Town Hall Furniture and Equipment

    Sundry office equipment

    Streetscape Vehicles and Equipment

**Infrastructure Assets**

    Fencing and gates at various sites

    Noticeboards and road signs

    Other street furniture

**Community Assets**

    Council Artefacts & Regalia

    War Memorial

    Statue - Sergeant Eardley VC

    Statue – Treo (war dog)

    Land by War Memorial

**Congleton Town Council**

**Notes to the Accounts**

**31 March 2021**

**12 Current Asset Investments**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Cambridge and Counties Bank - Bond	150,000	150,000
CCLA Public Sector Deposit Fund	150,000	150,000
	<hr/>	<hr/>
	300,000	300,000

**13 Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade Debtors	28,483	13,741
VAT Recoverable	-	10,664
Prepayments	395	600
Accrued Interest Income	667	1,033
	<hr/>	<hr/>
	29,545	26,038

**14 Creditors and Accrued Expenses**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade Creditors	21,958	11,164
Other Creditors	10,289	10,134
V A T Payable	3,040	-
Payroll Taxes and Social Security	11,959	10,265
Accruals	14,445	25,026
Income in Advance	-	2,000
	<hr/>	<hr/>
	61,691	58,589

**Congleton Town Council**

**Notes to the Accounts**

**31 March 2021**

**15 Long Term Liabilities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board	342,127	347,563
Cheshire East Council		
	<hr/>	<hr/>
	342,127	347,563
	<hr/>	<hr/>
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>

The above loans are repayable as follows:

Within one year	5,696	5,436
From one to two years	5,968	5,696
From two to five years	19,668	18,772
From five to ten years	39,563	37,760
Over ten years	271,232	279,899
	<hr/>	<hr/>
Total Loan Commitment	342,127	347,563
Less: Repayable within one year	(5,696)	(5,436)
	<hr/>	<hr/>
Repayable after one year	336,431	342,127
	<hr/>	<hr/>

**16 Financial Commitments under Operating Leases**

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Obligations expiring within one year	36,113	1,835
Obligations expiring between two and five years	775	34,278
Obligations expiring after five years	-	-
	<hr/>	<hr/>
	36,888	36,113
	<hr/>	<hr/>

**17 Deferred Grants**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Capital Grants Applied</b>		
At 01 April	1,187,574	1,218,871
Released to offset depreciation	(31,297)	(31,297)
	<hr/>	<hr/>
At 31 March	1,156,277	1,187,574
	<hr/>	<hr/>
<b>Total Deferred Grants</b>		
At 31 March	1,156,277	1,187,574
	<hr/>	<hr/>
At 01 April	1,187,574	1,218,871
	<hr/>	<hr/>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

**Congleton Town Council**

**Notes to the Accounts**

**31 March 2021**

**18 Capital Financing Account**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	377,878	381,038
Financing capital expenditure in the year		
Additions - using revenue balances	29,163	12,803
Loan repayments	5,436	25,843
Disposal of fixed assets	(9,879)	(9,973)
Depreciation eliminated on disposals	8,823	7,656
Reversal of depreciation	(73,560)	(70,786)
Deferred grants released	31,297	31,297
Balance at 31 March	369,158	377,878

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

**19 Revaluation Reserve**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	100,943	100,943
Balance at 31 March	100,943	100,943

The revised system of accounting for local councils requires the establishment of a Revaluation Reserve. The balance on this account represents revaluation of fixed assets since 1<sup>st</sup> April 2007, less subsequent depreciation charged to revenue on such revaluation elements. This account will increase or reduce as and when assets are revalued or disposed of.

**20 Earmarked Reserves**

	<b>Balance at</b>	<b>Contribution</b>	<b>Contribution</b>	<b>Balance at</b>
	<b>01/04/2020</b>	<b>to reserve</b>	<b>from reserve</b>	<b>31/03/2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	300,250	154,000	(13,257)	440,993
Asset Renewal Reserves	34,344	5,000	(6,808)	32,536
Other Earmarked Reserves	332,813	91,645	(195,664)	228,794
Total Earmarked Reserves	667,407	250,645	(215,729)	702,323

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2021 are set out in detail at Appendix A.

**Congleton Town Council**

**Notes to the Accounts**

**31 March 2021**

**21 Reconciliation of Revenue Cash Flow**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Net Operating Surplus for the year	77,198	117,539
Add/(Deduct)		
Interest Payable	16,342	16,589
Interest and Investment Income	(3,205)	(4,950)
(Increase)/Decrease in debtors	(3,507)	3,640
Increase in creditors	3,102	10,781
Revenue activities net cash inflow	<u>89,930</u>	<u>143,599</u>

**22 Movement in Cash**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Balances at 01 April</b>		
Cash with accounting officers	107	55
Cash at bank	<u>618,413</u>	<u>533,535</u>
	618,520	533,590
<b>Balances at 31 March</b>		
Cash with accounting officers	71	107
Cash at bank	<u>660,643</u>	<u>618,413</u>
	660,714	618,520
<b>Net cash inflow</b>	<u>42,194</u>	<u>84,930</u>

**23 Reconciliation of Net Funds/Debt**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Increase in cash in the year	<u>42,194</u>	<u>84,930</u>
Cash outflow from repayment of debt	<u>5,436</u>	<u>25,843</u>
<b>Net cash flow arising from changes in debt</b>	<u>5,436</u>	<u>25,843</u>
Movement in net funds in the year	<u>47,630</u>	<u>110,773</u>
Cash at bank and in hand	618,520	533,590
Total borrowings	<u>(347,563)</u>	<u>(373,406)</u>
<b>Net funds at 01 April</b>	<u>270,957</u>	<u>160,184</u>
Cash at bank and in hand	660,714	618,520
Total borrowings	<u>(342,127)</u>	<u>(347,563)</u>
<b>Net funds at 31 March</b>	<u>318,587</u>	<u>270,957</u>

**Congleton Town Council**

**Notes to the Accounts**

**31 March 2021**

**24 Capital Commitments**

The council had no capital commitments at 31 March 2021 not otherwise provided for in these accounts.

**25 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

**26 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 24th June 2021), which would have a material impact on the amounts and results reported herein.



## Congleton Town Council

### Appendices

31 March 2021

#### Appendix A

#### Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2020</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2021</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	300,250	154,000	(13,257)	440,993
	<u>300,250</u>	<u>154,000</u>	<u>(13,257)</u>	<u>440,993</u>
<u>Asset Replacement Reserves</u>				
Capital Equipment Fund	34,344	5,000	(6,808)	32,536
	<u>34,344</u>	<u>5,000</u>	<u>(6,808)</u>	<u>32,536</u>
<u>Other Earmarked Reserves</u>				
Elections	20,000			20,000
Business Recovery		20,000	(2,825)	17,175
Crime Prevention/Traffic Calming	7,357			7,357
Committed Grants	5,639	8,354	(5,639)	8,354
Congleton Partnership	54,503	53,291	(54,503)	53,291
Covid 19	50,000		(33,844)	16,156
Ancient Treasures	3,000			3,000
Web Site	5,151			5,151
Training	8,479			8,479
Public Toilets	24,012			24,012
Play Areas	0			0
Public Realm	9,188			9,188
Legal Fees	5,292			5,292
Christmas Lights	7,990		(7,990)	0
Tourism	9,169	10,000		19,169
Marketing	5,000			5,000
Congleton Neighbourhood Plan	12,033		(2,640)	9,393
Cenotaph	100,000		(88,223)	11,777
Rotary Bonfire	5,000			5,000
Civic	1,000			1,000
	<u>332,813</u>	<u>91,645</u>	<u>(195,664)</u>	<u>228,794</u>
<b>TOTAL EARMARKED RESERVES</b>	<b><u>667,407</u></b>	<b><u>250,645</u></b>	<b><u>(215,729)</u></b>	<b><u>702,323</u></b>

**Congleton Town Council**

**31 March 2021**

**Annual Report Tables**

**Table. 1 – Budget & Actual Comparison**

	<b>Budget £</b>	<b>Actual £</b>
Net Expenditure		
Museum Support	4,500	4,500
Paddling Pool & Play Areas	27,005	473
Allotments	1,250	1,247
Tourism	33,250	23,301
Closed Churchyard & Church Clock	300	249
Congleton Town Hall	75,470	107,949
Public Conveniences	16,050	10,188
Community Safety (Crime Reduction)	68,100	34,460
Congleton Partnership & Community Development	229,113	268,332
CTC Streetscape	215,367	175,487
Luncheon Club	-	104
Net Direct Services Costs	<hr/> 670,405	<hr/> 626,290
Corporate Management	153,963	161,146
Democratic & Civic	55,536	45,537
Net Democratic, Management and Civic Costs	<hr/> 209,499	<hr/> 206,683
Interest & Investment Income	(3,000)	(2,839)
Loan Charges	21,770	21,778
Capital Expenditure	15,000	29,163
Transfers to/(from) other reserves	10,000	34,916
(Deficit from)/Surplus to General Reserve	<hr/> -	<hr/> 7,683
<b>Precept on Unitary Authority</b>	<hr/> <hr/> 923,674	<hr/> <hr/> 923,674

## Congleton Town Council

31 March 2021

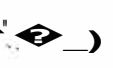
### Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2021 £	2021 £	2021 £	2020 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
<b>DIRECT SERVICE COSTS</b>				
Museum Support}	4,500	-	4,500	4,500
Paddling Pool & Play Areas	473	-	473	27,287
Allotments	1,437	(190)	1,247	1,093
Tourism	24,927	(1,626)	23,301	28,705
Closed Churchyard & Church Clock	249	-	249	242
Congleton Town Hall	174,309	(66,360)	107,949	80,898
Public Conveniences	10,188	-	10,188	11,059
Community Safety (Crime Reduction)	34,460	-	34,460	42,780
Grants	42,100	(754)	41,346	63,485
Congleton Partnership	138,256	(13,815)	124,441	48,321
Community Development	107,231	(4,686)	102,545	78,671
CTC Streetscape	694,745	(519,258)	175,487	167,498
Luncheon Club	104	-	104	-
<b>DEMOCRATIC, CORPORATE AND CIVIC COSTS</b>				
Corporate Management	161,146	-	161,146	148,092
Democratic & Civic	42,507	-	42,507	45,575
Civic Expenses	3,030	-	3,030	6,801
<b>Net Cost of Services</b>	<b>1,439,662</b>	<b>(606,689)</b>	<b>832,973</b>	<b>755,007</b>

**Bank Reconciliation Statement as at 30/04/2021  
for Cashbook 1 - RBS Current/ Access Acct**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	30/04/2021	796	136,079.38
			<u>136,079.38</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			136,079.38
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			136,079.38
			<u>136,079.38</u>
		<b>Balance per Cash Book is :-</b>	<b>136,079.38</b>
		<b>Difference is :-</b>	<b>0.00</b>



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE</b>	Finance and Policy Committee												
<b>MEETING DATE AND TIME</b>	10 <sup>th</sup> June 2021 7.00pm	<b>LOCATION</b>	Congleton Town Hall										
<b>REPORT FROM</b>	Support Manager RFO												
<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 style="text-align: center;"><b>Congleton Town Council - Savings account balances</b></p> <p style="text-align: center;"><b><u>Balances as at 30<sup>th</sup> April 2021</u></b></p> <table style="width: 100%;"><tr><td style="width: 80%;">Balance per Business Reserve Account (10180876)</td><td style="text-align: right;">866,114.72</td></tr><tr><td>Cambridge and Counties 1 year fixed deposit</td><td style="text-align: right;">150,000.00</td></tr><tr><td>CCLA deposit</td><td style="text-align: right;">150,000.00</td></tr><tr><td></td><td style="text-align: right; border-top: 1px solid black;">1,166,114.72</td></tr><tr><td></td><td style="text-align: right; border-bottom: 3px double black;">1,166,114.72</td></tr></table>			Balance per Business Reserve Account (10180876)	866,114.72	Cambridge and Counties 1 year fixed deposit	150,000.00	CCLA deposit	150,000.00		1,166,114.72		1,166,114.72
Balance per Business Reserve Account (10180876)	866,114.72												
Cambridge and Counties 1 year fixed deposit	150,000.00												
CCLA deposit	150,000.00												
	1,166,114.72												
	1,166,114.72												
<b>Decision Requested</b>	To receive the Savings Account balances as at 30th April 2021.												

Congleton Town Council  
RBS Current/I Access Acct

List of Payments made between 01/03/2021 and 31/03/2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/03/2021	Prism Solutions	DD	£114.74	65455/12355/call chrgs
01/03/2021	West Mercia Energy	DD	£1,976.60	11077627/12318/cenotaph electr
01/03/2021	RBS Credit Card	DD	£1,087.37	030221/12342/various
01/03/2021	Cheshire East Council	DD	£216.00	rates - public toilets
05/03/2021	BACS P/L Pymnt Page 2562	BACS Pymnt	£4,738.24	BACS P/L Pymnt Page 2562
08/03/2021	Pitney Bowes Finance Ltd	DD	£72.00	BL06182718/12414/quart rental
12/03/2021	BACS P/L Pymnt Page 2566	BACS Pymnt	£1,913.08	BACS P/L Pymnt Page 2566
12/03/2021	Cygnnet dub	BACS	£9.00	refund xmas lights elec
12/03/2021	House to Homes	BACS	£13.00	refund xmas lights elec
12/03/2021	Browns Furniture	BACS	£12.00	refund xmas lights elec
15/03/2021	British Telecom	DD	£45.47	Q083PS/12384/Jandline internet
15/03/2021	Bank!ine	BACS	£55.10	Bank charges
18/03/2021	West Mercia Energy	DD	£4,083.76	11085256/12383/Town Hall Gas/electric
18/03/2021	CTC Payroll	BACS	£62,433.67	CTC Payroll
19/03/2021	BACS P/L Pymnt Page 2567	BACS Pymnt	£14,708.28	BACS P/L Pymnt Page 2567
19/03/2021	Bankline	BACS	£7.44	bank charges
19/03/2021	WH Smiths	BACS	£13.00	refund xmas lights elec
23/03/2021	EE Ltd	DD	£136.66	0128S991504/12395/mobile phone chgs
25/03/2021	Prism Solutions	DD	£1,364.60	137125/12439/IT support
26/03/2021	BACS P/L Pymnt Page 2573	BACS Pymnt	£2,120.02	SACS P/L Pymnt Page 2573
29/03/2021	RBS Credit Card	DD	£686.49	o30321/12453/Various
31/03/2021	Congleton Pride	BACS	£210.00	Congleton Pride deposit refund
31/03/2021	PWLB repayment	DD	£10,888.84	PWLB repayment
31/03/2021	Suez Recycling and Recovery UK	DD	£301.55	32212922/12386/waste recycling

Total Payme £107,206.91

## Linked to Cashbook 1

Entered Month 12  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AMBEROL</b> <b>Amberol Ltd</b>							
20232/12358/open top bins	1910212021	20232		753.67	0.00	753.67	0.00
Authorised: rb							
					<b>0.00</b>	<b>763.67</b>	
Above paid on 0510312021 by Online Payment Ref AMBEROL							
<b>AUDITING</b> <b>Auditing Solutions Ltd</b>							
A6830/12359/internal audit	2210212021	A6830		534.00	0.00	534.00	0.00
Authorised: jp							
					0.00	534.00	
Above paid on 0510312021 by Online Payment Ref AUDITING							
<b>BOMFORD</b> <b>Bamford Office Products Ltd</b>							
88130/12361/cartridge, mouse m	2410212021	88130		131.95	0.00	131.95	0.00
Authorised: mh							
					0.00	131.95	
Above paid on 0510312021 by Online Payment Ref BOMFORD							
<b>CONGGARDEN</b> <b>Congleton Garden Machinery Ltd</b>							
41189/12362/chain	1810212021	41189		39.32	0.00	39.32	0.00
Authorised: rb							
					<b>0.00</b>	<b>39.32</b>	
Above paid on 0510312021 by Online Payment Ref CONGGARDEN							
<b>GONGLASS</b> <b>Congleton Glass Co. Ltd</b>							
11065/12363/perspex sheet	1710212021	81065		38.36	0.00	38.36	0.00
Authorised: rb							
					0.00	38.36	
Above paid on 0510312021 by Online Payment Ref GONGLASS							
<b>DCASSIST</b> <b>D C Assist Ltd</b>							
TH0089/12364/toilet cleaning	1910212021	TH0089		187.50	0.00	187.50	0.00
Authorised: mjw							
TH0090/12365/toilet cleaning	2610212021	TH0090		187.50	0.00	187.50	0.00
Authorised: mjw							
					<b>0.00</b>	<b>375.00</b>	
Above paid on 05/0312021 by Online Payment Ref DCASSIST							

Linked to Cashbook 1

**Entered Month 12  
by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>KGLOACH</b> <b>KG Loach</b>							
47298/12366/bark, pols, labels Authorised: rb	21/02/2021	47298		273.60	0.00	273.60	0.00
						0.00	273.60
Above paid on 05/03/2021 by Online Payment Ref KGLOACH							
<b>MATTHEWS</b> <b>A P Matthews Nurseries Ltd</b>							
37539/12367/A P Matthews Nurse Authorised: rb	26/02/2021	37539		158.40	0.00	158.40	0.00
						0.00	158.40
Above paid on 05/03/2021 by Online Payment Ref MATTHEWS							
<b>MAXIGIENE</b> <b>Maxigiene Enviromental Services Ltd</b>							
2673BC/12368//egionella /es/in Authorised: mjlw	23/02/2021	26738C		108.00	0.00	108.00	0.00
						0.00	108.00
Above paid on 05/03/2021 by Online Payment Ref MAXIGIENE							
<b>PORTERS</b> <b>Porters Service Station Ltd</b>							
0000204/12369/vehicle fuel Authorised: rb	28/02/2021	0000204		989.11	0.00	989.11	0.00
						0.00	989.11
Above paid on 05/03/2021 by Online Payment Ref PORTERS							
<b>RITHERDON</b> <b>P D Ritherdon</b>							
"20220/12371/P/ship dementia Authorised: ms	22/02/2021	220220		260.09	0.00	260.09	0.00
						<b>0.00</b>	<b>260.09</b>
Above paid on 05/03/2021 by Online Payment Ref RITHERDON							
<b>SHRED IT</b> <b>Shred-It Ltd</b>							
9504671821/12372/shredding ser Authorised: rb	25/02/2021	9504671821		129.10	0.00	129.10	0.00
						<b>0.00</b>	<b>129.10</b>
Above paid on 05/03/2021 by Online Payment Ref SHREDIT							



Linked to Cashbook 1

Entered Month 12  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TALKECHEM</b> Talke Chemical Company Limited							
66300/12373/Various Authorised: rb	16/02/2021	66300		728.64	0,00	728.64	0.00
					<b>0,00</b>	<b>728.64</b>	
Above paid on 05/03/2021 by Online Payment Ref TALKECHEM							
<b>THREADFAST</b> Threadfast Engineers 1984 Ltd							
S/N108686/12374/Flag attachmen Authorised: mjw	18/02/2021	SIN108686		27.36	0.00	27.36	0.00
SIN108745/12375/Pad/ock Authorised: rb	22/02/2021	SIN108745		19.91	0.00	19.91	0.00
S/N108863/12376/loos etc Authorised: rb	26/02/2021	SIN108863		77.84	0.00	77.84	0.00
					0.00	125.11	
Above paid on 05/03/2021 by Online Payment Ref THREADFAST							
<b>WHARF</b> Wharf Plumbing & Heating Supplies Ltd							
SIN205846/12377/coupling syste Authorised: rb	22/02/2021	SIN205846		23.89	0.00	23.89	0.00
					0.00	23.89	
Above paid on 05/03/2021 by Online Payment Ref WHARF							
<b>YOUR</b> Your Beartown Voice Magazine Ltd							
BTV00419/12360/census advert Authorised: jm	23/02/2021	BTV00419		70.00	0.00	70.00	0.00
					0.00	70.00	
Above paid on 05/03/2021 by Online Payment Ref YOUR							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>4,738.24</b>	

Linked to Cashbook 1

**Entered Month 12  
by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CHESHELECT Cheshire Electrical Supplies Ltd</b>							
596-080282/12385/bu/bs & start Authorised: mjlw	26/02/2021	596-080282		21.64	0.00	21.64	0.00
					0.00	21.64	
Above paid on 12/03/2021 by Online Payment Ref CHESHELECT							
<b>TAYLER Stuart Tayler Plumbing</b>							
220221/12387/valve repair Authorised: mjlw	22/02/2021	220221		540.00	0.00	540.00	0.00
					<b>0.00</b>	<b>540.00</b>	
Above paid on 12/03/2021 by Online Payment Ref TAYLER							
<b>TSELECT T &amp; S Electrical Limited</b>							
2265/12389/water pump electric Authorised: rb	28/02/2021	2265		1,306.98	0.00	1,306.98	0.00
					<b>0.00</b>	<b>1,306.98</b>	
Above paid on 12/03/2021 by Online Payment Ref TSELECT							
<b>WATERLOGIC Waterlogic GB Ltd</b>							
6088914/12388/rH drinking wale Authorised: mjlw	28/02/2021	6088914		44.46	0.00	44.46	0.00
					<b>0.00</b>	<b>44.46</b>	
Above paid on 12/03/2021 by Online Payment Ref WATERLOGIC							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>1,913.08</b>

## Linked to Cashbook 1

Entered Month 12  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CANDA</b> <b>Canda Copying Ltd</b>							
421742/12390/Copier rental Authorised: jp	01/03/2021	421742		180.48	0.00	180.48	0.00
421743/12391/colour copying Authorised: jp	01/03/2021	421743		239.50	0.00	239.50	0.00
					0.00	419.98	
Above paid on 19/03/2021 by Online Payment Ref CANDA							
<b>DCASSIST</b> <b>D C Assist Ltd</b>							
TH0091/123921/oi/et cleaning Jthorised: mjjw	05/03/2021	TH0091		187.50	0.00	187.50	0.00
TH0092/12393/oi/et cleaning Authorised: mjjw	12/10/2021	TH0092		187.50	0.00	187.50	0.00
					0.00	375.00	
Above paid on 19/03/2021 by Online Payment Ref DCASSIST							
<b>EARTH</b> <b>Earth Anchors Ltd</b>							
EA34000/12394/Bin keys Authorised: rb	02/03/2021	EA34000		49.14	0.00	49.14	0.00
					0.00	49.14	
Above paid on 19/03/2021 by Online Payment Ref EARTH							
<b>GLASDON</b> <b>Glasdon UK Ltd</b>							
SI811633/12396/banding Authorised: rb	02/03/2021	SI811633		117.88	0.00	117.88	0.00
					0.00	117.88	
Above paid on 19/03/2021 by Online Payment Ref GLASDON							
<b>KGLOACH</b> <b>KG Loach</b>							
47511/12397/moss killer, tools Authorised: rb	02/03/2021	47511		211.14	0.00	211.14	0.00
					0.00	211.14	
Above paid on 19/03/2021 by Online Payment Ref KGLOACH							

**Linked to Cashbook 1****Entered Month 12  
by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LANDSCAPE</b> Landscape Supply Company							
98306/12398/hazard tape Authorised: rb	08/03/2021	98306		23.36	0.00	23.36	0.00
						0.00	23.36
Above paid on 19/03/2021 by Online Payment Ref LANDSCAPE							
<b>LININGS</b> Linings & Hoses Ltd							
CST257703/12399/mower battery Authorised: rb	11/03/2021	CST257703		57.79	0.00	57.79	0.00
						0.00	57.79
Above paid on 19/03/2021 by Online Payment Ref LININGS							
<b>PCCC</b> Police & Crime Commissioner for Cheshire							
110720002778/12402/Pcso fundin Authorised: dm	12/03/2021	110720002778		8,320.00	0.00	8,320.00	0.00
						0.00	8,320.00
Above paid on 19/03/2021 by Online Payment Ref PCCC							
<b>PITNEYFIN</b> Pitney Bowes Finance Ltd							
BL06146917/12401/quarterly ren Authorised: jp	03/11/2020	BL06146917		12.72	0.00	12.72	0.00
BL06182719/12400/leasing chrgs Authorised: jp	03/03/2021	BL06182719		12.71	0.00	12.71	0.00
						0.00	<b>25.43</b>
Above paid on 19/03/2021 by Online Payment Ref PITNEYFIN							
<b>TALKECHEM</b> Talke Chemical Company Limited							
66302/12403/T Hall cleaning st Authorised: mjjw	09/03/2021	66302		183.84	0.00	183.84	0.00
66303/12404/P toilet stock Authorised: mjjw	09/03/2021	66303		109.39	0.00	109.39	0.00
66304/12405/hoop bag holder Authorised: rb	15/03/2021	66304		126.00	0.00	126.00	0.00
						0.00	419.23
Above paid on 19/03/2021 by Online Payment Ref TALKECHEM							

Linked to Cashbook 1

Entered Month 12  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>THOMSON</b> Thomson Planning Partnership Ltd							
60/012/AT/016/12406/nlplan	04/03/2021	60/012/AT/016		90.00	0.00	90.00	0.00
Authorised: dm							
					0.00	90.00	
Above paid on 19/03/2021 by Online Payment Ref THOMSON							
<b>THREADFAST</b> Threadfast Engineers 1984 Ltd							
S/N108882/12409/D rings flags	01/03/2021	SIN108882		16.44	0.00	16.44	0.00
Authorised: mjl							
					0.00	16.44	
Above paid on 19/03/2021 by Online Payment RefTHREADFAST							
<b>TMC</b> TMC Creative Ltd							
7644/12407/website hosting	18/02/2021	7644		358.72	0.00	358.72	0.00
Authorised: jm							
7646/12408/Hosting - mycong/et	18/02/2021	7645		358.58	0.00	358.58	0.00
Authorised: jm							
					0.00	717.30	
Above paid on 19/03/2021 by Online Payment RefTMC							
<b>WATER</b> Water Plus Ltd							
06306650/12410/Town Hall water	03/03/2021	06306650		437.74	0.00	437.74	0.00
Authorised: jp							
					0.00	437.74	
Above paid on 19/03/2021 by Online Payment Ref WATER							
<b>WATERPLUS2</b> Water Plus Ltd							
CRN01028406/12152/P Pool	26/08/2020	CRN01028406		-240.68	0.00	-113.27	-127.41
Authorised: jp							
06306651/12411/P poolwater	03/03/2021	06306651		113.27	0.00	113.27	0.00
Authorised: jp							
					0.00	0.00	
No payment due as Credit Notes have been applied							

Linked to Cashbook 1

Entered Month 12  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WESTWALLAS West Wallasey Contract Hire</b>							
CH144754/12412/lease vans	10/03/2021	CH144754		3,427.85	0.00	3,427.85	0.00
Authorised; rb							
					0.00	3,427.85	
				Above paid on 19/03/2021 by Online Payment Ref WESTWALLAS			
				<b>Total Purchase Ledger Payments</b>		0.00	14,708.28

## Linked to Cashbook 1

Entered Month 12  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BOMFORD</b> Bamford Office Products Ltd							
88486/12415/stationery order	18/03/2021	88486		434.76	0.00	434.76	0.00
Authorised: rnh							
					0.00	434.76	
Above paid on 26/03/2021 by Online Payment Ref BOMFORD							
<b>CHRONICLE</b> Heads Congleton Limited							
121025/12417/Town mfg advert	18/03/2021	121025		219.60	0.00	219.60	0.00
Authorised: jm							
					0.00	219.60	
Above paid on 26/03/2021 by Online Payment Ref CHRONICLE							
<b>ENERGY</b> Energy Generator Sales Ltd							
00008615/12418/Petrol genera/a	03/03/2021	00008615		520.00	0.00	520.00	0.00
Authorised: rb							
					0.00	520.00	
Above paid on 26/03/2021 by Online Payment Ref ENERGY							
<b>LANDSCAPE</b> Landscape SupplyCompany							
98585/12419/Hedge trimmer	18/03/2021	98585		477.22	0.00	477.22	0.00
Authorised: rb							
					0.00	477.22	
Above paid on 26/03/2021 by Online Payment Ref LANDSCAPE							
<b>MAC</b> MAC Tool & Plant Hire Ltd							
8715/12420/rolivator hire	22/03/2021	8715		138.00	0.00	138.00	0.00
Authorised: rb							
					0.00	138.00	
Above paid on 26/03/2021 by Online Payment Ref MAC							

Continued over page

## Linked to Cashbook 1

Entered Month 12  
by user ST

Supplier and Invoice Details	Invoice Date Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PRI Prism Solutions</b>						
<i>137895/12422/domain renewal</i>	19/03/2021 137895		23.99	0.00	23.99	0.00
Authorised: jp						
				0.00	23.99	
Above paid on 26/03/2021 by Online Payment Ref PRI						
<b>TSELECT T &amp; S Electrical Limited</b>						
<i>2272112423/light repairs</i>	15/03/2021 2272		251.45	0.00	251.45	0.00
Authorised: mjw						
				0.00	251.45	
Above paid on 26/03/2021 by Online Payment Ref TSELECT						
<b>VISION Visyon Ltd</b>						
<i>17376/12424/Big heart leaf/et</i>	18/03/2021 17376		55.00	0.00	55.00	0.00
Authorised: jm						
				0.00	55.00	
Above paid on 26/03/2021 by Online Payment Ref VISION						



**Congleton Town Council**  
**RBS Current/Access Acct**

List of Payments made between 01/04/2021 and 30/04/2021

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
01/04/2021	<b>Quartix Ltd</b>	DD	£550.44	538529/12413/vehicle tracker
01/04/2021	<b>Prism Solutions</b>	DD	£114.68	65599/12421/call chrgs
01/04/2021	<b>Clonta Opera</b>	BACS	£325.00	Grant- FAP47/2021
01/04/2021	<b>Cheshire East Council</b>	DD	£2,741.00	<b>Business Rates Town Hall</b>
01/04/2021	<b>Cheshire East Council</b>	DD	£218.80	<b>Business Rates - P toilets</b>
09/04/2021	BACS P/L Pymnt Page 2583	BACS Pymnt	£4,250.92	BACS P/L Pymnt Page 2583
09/04/2021	BACS P/L Pymnt Page 2585	BACS Pymnt	£2,116.59	BACS P/L Pymnt Page 2585
09/04/2021	BACS P/L Pymnt Page 2586	BACS Pymnt	£3,465.74	BACS P/L Pymnt Page 2586
09/04/2021	<b>Daneside Theatre</b>	BACS	£1,500.00	Grant- FAP22/2021
09/04/2021	<b>Purchase Power</b>	DD	£266.24	B1096029/12509/Printer RB
12/04/2021	<b>Cong Info Centre</b>	008963	£50.00	Float for shop till
13/04/2021	<b>West Mercia Energy</b>	DD	£1,807.10	11090399/12428/Toilet electric
15/04/2021	<b>Bankline</b>	BACS	£59.10	<b>Bank charges</b>
16/04/2021	CTC	BACS	£65,315.22	CTC Payroll
21/04/2021	<b>Bank Charges</b>	BACS	£8.61	<b>bank charges</b>
21/04/2021	<b>West Mercia Energy</b>	DD	£10.47	11094777/12444/P pool elec
23/04/2021	EE Ltd	DD	£134.05	01286417044/12492/call chrgs
26/04/2021	<b>Prism Solutions</b>	DD	£1,634.23	138676/12516/ITSupport
				030421/12534/Zoom renewal £143.88;
				P/ship £189.89; In bloom £56.58;
28/04/2021	<b>RBS Credit Card</b>	DD	£680.23	Fridge £99.17;PPE £110; Misc £23.97
30/04/2021	BACS P/L Pymnt Page 2588	BACS Pymnt	£61,585.96	BACS P/L Pymnt Page 2588
30/04/2021	<b>Suez Recycling and Recovery UK</b>	DD	£278.46	32241083/12451/waste recycling
			<u>£147,112.84</u>	

Linked to Cashbook 1

**Entered Month 1  
by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BOMFORD Bamford Office Products Ltd</b>							
88573/12446/pens Authorised: mh	31/03/2021	88573		6.49	0.00	6.49	0.00
88609/12447/wire/ess mouse Authorised: mh	31/03/2021	88609		94.63	0.00	94.63	0.00
					<b>0.00</b>	<b>101.12</b>	
Above paid on 09/04/2021 by Online Payment Ref BOMFORD							
<b>CHUBB Chubb Fire &amp; Security Ltd</b>							
8572850/12448/CCTV callout Authorised: mjl	27/01/2021	8572850		204.36	0.00	204.36	0.00
					<b>0.00</b>	<b>204.36</b>	
Above paid on 09/04/2021 by Online Payment Ref CHUBB							
<b>LININGS Linings &amp; Hoses Ltd</b>							
CST258683/12449/vehicle bits Authorised: rb	31/03/2021	CST258683		171.51	0.00	171.51	0.00
					<b>0.00</b>	<b>171.51</b>	
Above paid on 09/04/2021 by Online Payment Ref LININGS							
<b>PORTERS Porters Service Station Ltd</b>							
0000311/12454/vehic/e fuel Authorised: rb	31/03/2021	0000311		1,318.93	0.00	1,318.93	0.00
					<b>0.00</b>	<b>1,318.93</b>	
Above paid on 09/04/2021 by Online Payment Ref PORTERS							
<b>PRI Prism Solutions</b>							
138198/12450/Laptop MJW Authorised: jp	31/03/2021	138198		1,728.34	0.00	1,728.34	0.00
					<b>0.00</b>	<b>1,728.34</b>	
Above paid on 09/04/2021 by Online Payment Ref PRI							

Linked to Cashbook 1

**Entered Month 1  
by user ST**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TALKECHEM Talke Chemical Company Limited</b>							
66306/12452/Street cleansing Authorised: rb	22/03/2021	66306		726.66	0.00	726.66	0.00
					<b>0.00</b>	<b>726.66</b>	
				Above paid on 09/04/2021 by Online Payment Ref TALKECHEM			
				<b>Total Purchase Ledger Payments</b>		0.00	4,250.92

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

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>KGLOACH</b> <b>KG Loach</b>							
47758/12455/Compost Authorised: rb	10/03/2021	47758		396.00	0.00	396.00	0.00
47777/12456/K G Loach Authorised: rb	10/03/2021	47777		396.00	0.00	396.00	0.00
47873/12457/Osmocole Authorised: rb	15/03/2021	47873		259.08	0.00	259.08	0.00
47909/12458/compost, shears et Authorised: rb	16/03/2021	47909		139.38	0.00	139.38	0.00
48277/12459/brackets, turf dre Authorised: rb	30/03/2021	48277		260.52	0.00	260.52	0.00

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**0.00    1,450.98**

Above paid on 09/04/2021 by Online Payment Rel KGLOACH

**PITNEYBOWE**    **Purchase Power**

B/029268/12438/paper,printer c Authorised: mh	26/03/2021	B1029268		266.24	0.00	266.24	0.00
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**0.00    266.24**

Above paid on 09/04/2021 by Online Payment Ref PITNEYBOWE

**WATER4765**    **Water Plus Ltd**

06398080/12460/unmetered water Authorised: jp	31/03/2021	06398080		399.37	0.00	399.37	0.00
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**0.00    399.37**

Above paid on 09/04/2021 by Online Payment Ref WATER4765

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**Total Purchase Ledger Payments    0.00    2,116.59**


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Linked to Cashbook 1

Entered Month 1  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>FIRE</b> <b>The Fire &amp; Safety Centre</b>							
<i>43907/12434/Evac chair/trainin</i>	18/03/2021	43907		1,254.00	0.00	1,254.00	0.00
<b>Authorised:</b> mjw							
					<b>0.00</b>	<b>1,254.00</b>	
Above paid on 09/04/2021 by Online Payment Ref FIRE							
<b>MAELOR</b> <b>Maelor Forest Nurseries Ltd</b>							
<i>420109/12462/Tree Project P/sh</i>	31/03/2021	420109		474.00	0.00	474.00	0.00
<b>Authorised:</b> ms/rb							
					0.00	474.00	
Above paid on 09/04/2021 by Online Payment Ref MAELOR							
<b>MITTEN</b> <b>DJH Mitten Clarke</b>							
<i>24251/12463/PAYE, payroll</i>	31/03/2021	24251		642.00	0.00	642.00	0.00
<b>Authorised:</b> jp							
					0.00	642.00	
Above paid on 09/04/2021 by Online Payment Ref MITTEN							
<b>PEARTECH</b> <b>Pear Technology Services Ltd</b>							
<i>129530/12469/Tech support</i>	19/02/2021	129530		180.00	0.00	180.00	0.00
<b>Authorised:</b> jp							
					<b>0.00</b>	<b>180.00</b>	
Above paid on 09/04/2021 by Online Payment Ref PEARTECH							
<b>RVW Pugh Ltd</b>							
<i>209155/12465/adjuster wheel</i>	31/03/2021	209155		19.15	0.00	19.15	0.00
<b>Authorised:</b> rb							
<i>209221/12464/too/repairs</i>	31/03/2021	209221		75.39	0.00	75.39	0.00
<b>Authorised:</b> rb							
					0.00	<b>94.54</b>	
Above paid on 09/04/2021 by Online Payment Ref RVW							

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

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ST</b> <b>St John's Community Centre</b>							
202101/12466/Meals on wheels Authorised: dm	31/03/2021	202101		554.00	0.00	554.00	0.00
						0.00	554.00
Above paid on 09/04/2021 by Online Payment Ref ST							
<b>TSELECT</b> <b>T &amp; S Electrical Limited</b>							
2277/12467/repairs P toilets Authorised: mjl	24/03/2021	2277		165.14	0.00	165.14	0.00
						<b>0.00</b>	<b>165.14</b>
Above paid on 09/04/2021 by Online Payment Ref TSELECT							
<b>WATERLOGIC</b> <b>Waterlogic GB Ltd</b>							
6139155112468/drinking water Authorised: mjl	31/03/2021	6139155		102.06	0.00	102.06	0.00
						0.00	102.06
Above paid on 09/04/2021 by Online Payment Ref WATERLOGIC							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>3A65.74</b>

## Linked to Cashbook 1

Entered Month 1  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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**AMBEROL Amberol Ltd**

0020400/12470/b/ack bins	12/04/2021	0020400		753.67	0.00	753.67	0.00
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Authorised: rb

0.00	753.67
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Above paid on 30/04/2021 by Online Payment Ref AMBEROL

**ANSA Ansa Environmental Services**

11700009462112471/HR se,vices	12/04/2021	11700009462		1,062.34	0.00	1,062.34	0.00
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Authorised: jp

0.00	1,062.34
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Above paid on 30/04/2021 by Online Payment Ref ANSA

**BEARVOICE Bear Town Voice Magazine**

BTV00464/12472/Article april	24/03/2021	BTV00464		70.00	0.00	70.00	0.00
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Authorised: jrn

0.00	70.00
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Above paid on 30/04/2021 by Online Payment Ref BEARVOICE

**BELMONT Belmont Fabrication (Congleton) Ltd**

16306/12473/repair mower	20/04/2021	16306		102.00	0.00	102.00	0.00
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Authorised: rb

<b>0.00</b>	<b>102.00</b>
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Above paid on 30/04/2021 by Online Payment Ref BELMONT

**BESTCONNEC The Best Connection Group**

.322360/12474/Sscape temp	16/04/2021	3322360		432.64	0.00	432.64	0.00
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Authorised: rb

3325809/12475/S scape temp	23/04/2021	3325809		1,108.16	0.00	1,108.16	0.00
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Authorised: rb

0.00	1,540.80
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Above paid on 30/04/2021 by Online Payment Ref BESTCONNEC

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

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BLAST</b> <b>BlastAway</b>							
<b>3465/12476/pressure wash pavin</b>	06/04/2021	3465		2,160.00	0.00	2,160.00	0.00
<b>Authorised: rb</b>							
					0.00	2,160.00	
Above paid on 30/04/2021 by Online Payment Ref BLAST							
<b>CALC</b> <b>Cheshire Association of Local Councils</b>							
<b>01042021112480/Affiliation fe</b>	01/04/2021	01042021		1,470.04	0.00	1,470.04	0.00
<b>Authorised: drn</b>							
					0.00	1,470.04	
Above paid on 30/04/2021 by Online Payment Ref CALC							
<b>CATMEDIA</b> <b>Cat Social Media</b>							
<b>0726/12477/P ship website admi</b>	15/04/2021	0726		350.00	0.00	350.00	0.00
<b>Authorised: ms</b>							
					0.00	350.00	
Above paid on 30/04/2021 by Online Payment Ref CATMEDIA							
<b>CAVERN</b> <b>Cavern Protective Clothing</b>							
<b>18808/12478/S scape PPE</b>	14/04/2021	18808		167.76	0.00	167.76	0.00
<b>Authorised: rb</b>							
<b>18813/12479/S scape PPE</b>	23/04/2021	18813		230.40	0.00	230.40	0.00
<b>Authorised: rb</b>							
					0.00	398.16	
Above paid on 30/04/2021 by Online Payment Ref CAVERN							
<b>CCP</b> <b>Congleton Community Projects</b>							
<b>260421/12486/CCP Grant</b>	26/04/2021	260421		16,000.00	0.00	16,000.00	0.00
<b>Authorised: jp</b>							
					0.00	16,000.00	
Above paid on 30/04/2021 by Online Payment Ref CCP							



## Linked to Cashbook 1

Entered Month 1  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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<b>CHESHEAST</b> Cheshire East Council							
11700009320/12481/premises lie	08/04/2021	11700009320		70.00	0.00	70.00	0.00
<b>Authorised:</b> jm							
						70.00	

Above paid on 30/04/2021 by Online Payment Ref CHESHEAST

<b>CHESHELECT</b> Cheshire Electrical Supplies Ltd							
14.571124821/ightbulbs	16/04/2021	596-082922		14.57	0.00	14.57	0.00
<b>Authorised:</b> mjw							
						14.57	

Above paid on 30/04/2021 by Online Payment Ref CHESHELECT

<b>CHRONICLE</b> Heads Congleton Limited							
121266/12485/feature	22/04/2021	121266		180.00	0.00	180.00	0.00
<b>Authorised:</b> jm							
						180.00	

Above paid on 30/04/2021 by Online Payment Ref CHRONICLE

<b>CHWEST</b> Cheshire West and Chester Council							
12700011997/12483/DBS check	26/04/2021	12700011997		60.00	0.00	60.00	0.00
<b>Authorised:</b> !m							
						60.00	

Above paid on 30/04/2021 by Online Payment Ref CHWEST

<b>CITIZENS</b> Citizens Advice Cheshire East							
. J4/12484/21/22 Grant	06/04/2021	194		15,000.00	0.00	15,000.00	0.00
<b>Authorised:</b> jp							
						15,000.00	

Above paid on 30/04/2021 by Online Payment Ref CITIZENS

<b>CVS</b> CVS Cheshire East							
3100/12487/annual membership	14/04/2021	3100		345.21	0.00	345.21	0.00
<b>Authorised:</b> jp							
						345.21	

Above paid on 30/04/2021 by Online Payment Ref CVS

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DCASSIST</b> <b>D C Assist Ltd</b>							
<i>TH0095/12488/toilet cleaning</i>	02/04/2021	TH0095		150.00	0.00	150.00	0.00
<b>Authorised:</b> mjlw							
<i>TH0096/12489/Toilet cleaning</i>	09/04/2021	TH0096		150.00	0.00	150.00	0.00
<b>Authorised:</b> mjlw							
<i>TH98/12490/toilet cleaning</i>	16/04/2021	TH0098		187.50	0.00	187.50	0.00
<b>Authorised:</b> mjlw							
<i>23042021/12491/toilet cleaning</i>	23/04/2021	23042021		187.50	0.00	187.50	0.00
<b>Authorised:</b> mjlw							
					<b>0.00</b>	<b>675.00</b>	

Above paid on 30/04/2021 by Online Payment Ref DCASSIST

<b>ENERGY</b> <b>Energy Generator Sales Ltd</b>							
<i>00009010/12493/generator</i>	09/04/2021	00009010		520.00	0.00	520.00	0.00
<b>Authorised:</b> rb							
					<b>0.00</b>	<b>520.00</b>	

Above paid on 30/04/2021 by Online Payment Ref ENERGY

<b>GARTEC</b> <b>Gartec Limited</b>							
<i>S013344/12494/serv contract</i>	20/04/2021	S013344		454.80	0.00	454.80	0.00
<b>Authorised:</b> mjlw							
					<b>0.00</b>	<b>454.80</b>	

Above paid on 30/04/2021 by Online Payment Ref GARTEC

<b>HAYMAN</b> <b>Hayman Mechanical Services Ltd</b>							
<i>I351/12495/boiler service</i>	06/11/2020	23351		530.88	0.00	530.88	0.00
<b>Authorised:</b> mjlw							
					<b>0.00</b>	<b>530.88</b>	

Above paid on 30/04/2021 by Online Payment Ref HAYMAN

<b>LADY</b> <b>Ladybrook Nursery</b>							
<i>642947112496/perennial plan/in</i>	08/04/2021	642947		2,038.71	0.00	2,038.71	0.00
<b>Authorised:</b> rb							
					<b>0.00</b>	<b>2,038.71</b>	

Above paid on 30/04/2021 by Online Payment Ref LADY

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 1  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LANDSCAPE Landscape Supply Company</b>							
99117/12497/S scape PPE Authorised: rb	09/04/2021	99117		66.98	0.00	66.98	0.00
99275/12498/Tarpaulins Authorised: rb	15/04/2021	99275		82.94	0.00	82.94	0.00
99414/12499/S scape PPE Authorised: rb	19/04/2021	99414		29.84	0.00	29.84	0.00
99413/12500/Various S scape Authorised: rb	21/04/2021	99413		364.93	0.00	364.93	0.00
99541/12501/S scape PPE Authorised: rb	26/04/2021	99541		388.89	0.00	388.89	0.00
1595/12502/welly boots Authorised: rb	27/04/2021	99595		23.48	0.00	23.48	0.00
						0.00	957.06

Above paid on 30/04/2021 by Online Payment Ref LANDSCAPE

<b>LAWTON Lawton House Surgery</b>							
001/12503/Postage P ship Authorised: ms	20/04/2021	001		72.25	0.00	72.25	0.00
						0.00	72.25

Above paid on 30/04/2021 by Online Payment Ref LAWTON

<b>LININGS Linings &amp; Hoses Ltd</b>							
CST259740/12504/pipe Authorised: rb	22/04/2021	CST259740		87.88	0.00	87.88	0.00
						0.00	87.88

Above paid on 30/04/2021 by Online Payment Ref LININGS

<b>LOMOND Lomond Books Ltd</b>							
440435/12505/books for TIC Authorised: cs	20/04/2021	440435		71.86	0.00	71.86	0.00
						0.00	71.86

Above paid on 30/04/2021 by Online Payment Ref LOMOND

## Linked to Cashbook 1

Entered Month 1  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MATTHEWS</b> <b>A P Matthews Nurseries Ltd</b>							
37790/12506/Trees	02/04/2021	37790		317.80	0.00	317.80	0.00
Authorised: ms/rb							
					0.00	317.80	
Above paid on 30/04/2021 by Online Payment Ref MATTHEWS							
<b>NALC</b> <b>National Association of Local Councils</b>							
608/2021/12514/RFO job advert	08/04/2021	702426		360.00	0.00	360.00	0.00
Authorised: jp							
					0.00	360.00	
Above paid on 30/04/2021 by Online Payment Ref NALC							
<b>NWPLANT</b> <b>Northwest Plant Agri Ltd</b>							
105178/12507/MOWER repairs	01/04/2021	105178		192.60	0.00	192.60	0.00
Authorised: RB							
					0.00	192.60	
Above paid on 30/04/2021 by Online Payment Ref NWPLANT							
<b>OTIS</b> <b>Otis Ltd</b>							
01420021/12520/Lift serv	01/04/2021	01420021		541.72	0.00	541.72	0.00
Authorised: mjw							
					0.00	541.72	
Above paid on 30/04/2021 by Online Payment Ref OTIS							
<b>PINTO</b> <b>Mrs P Pinto T/A Eco Learning UK</b>							
50421/12508/Fruil trees pship	15/04/2021	150421		285.00	0.00	285.00	0.00
Authorised: ms							
					<b>0.00</b>	<b>285.00</b>	
Above paid on 30/04/2021 by Online Payment Ref PINTO							
<b>PME</b> <b>P M E Maintenance Ltd</b>							
9674/12510/Buddliea removal	11/04/2021	9674		200.00	0.00	200.00	0.00
Authorised: mh							
9675/12512/8unting/festoon	11/04/2021	9675		1,920.00	0.00	1,920.00	0.00
Authorised: mh							

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

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>C9674/12511/credit banners</i> Authorised: mh	11/04/2021	C9674		-60.00	0.00	-60.00	0.00
					0.00	2,060.00	

Above paid on 30/04/2021 by Online Payment Ref PME

<b>POOL</b>	<b>Pool Tech Services Ltd</b>						
<i>4695/12513/service contract</i> Authorised: mjw	21/04/2021	4695		700.80	0.00	700.80	0.00
					<b>0.00</b>	<b>700.80</b>	

Above paid on 30/04/2021 by Online Payment Ref POOL

<b>RI</b>	<b>Prism Solutions</b>						
<i>139372/12518/T set up TIC</i> Authorised: jp	15/04/2021	139372		1,320.36	0.00	1,320.36	0.00
<i>139670/12517/IT set up TIC</i> Authorised: jp	27/04/2021	139670		283.20	0.00	283.20	0.00
					<b>0.00</b>	<b>1,603.56</b>	

Above paid on 30/04/2021 by Online Payment Ref PRI

<b>REACH</b>	<b>Reach Publishing Services Ltd</b>						
<i>226081335/12515/RFO advert</i> Authorised: dm	12/04/2021	226081335		540.00	0.00	540.00	0.00
					0.00	540.00	

Above paid on 30/04/2021 by Online Payment Ref REACH

<b>VW</b>	<b>RVW Pugh Ltd</b>						
<i>209312112521/2 X honda mowers</i> Authorised: rb	14/04/2021	209312		3,468.00	0.00	3,468.00	0.00
<i>209371/1252212 x blowers</i> Authorised: rb	20/04/2021	209371		1,188.00	0.00	1,188.00	0.00
					0.00	4,656.00	

Above paid on 30/04/2021 by Online Payment Ref RVW

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

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SHRED IT</b> <b>Shred-it Ltd</b>							
<i>9504753418/12523/shredding</i>	22/04/2021	9504753418		130.87	0.00	130.87	0.00
<b>Authorised:</b> rb							
						0.00	130.87
Above paid on 30/04/2021 by Online Payment Ref SHREDIT							
<b>SPRAY</b> <b>The Spray People Group Ltd</b>							
<i>201851/12524/backpack sprayers</i>	06/04/2021	201851		252.36	0.00	252.36	0.00
<b>Authorised:</b> rb							
						0.00	252.36
Above paid on 30/04/2021 by Online Payment Ref SPRAY							
<b>ST</b> <b>St John's Community Centre</b>							
<i>202102112525/meals on wheels</i>	11/04/2021	202102		618.00	0.00	618.00	0.00
<b>Authorised:</b> mjjw							
						0.00	618.00
Above paid on 30/04/2021 by Online Payment Ref ST							
<b>TAYLER</b> <b>Stuart Tayler Plumbing</b>							
<i>200421/12526/sink removal</i>	20/04/2021	200421		140.00	0.00	140.00	0.00
<b>Authorised:</b> mjjw							
<i>230421/12527/cistern rep/aceme</i>	23/04/2021	230421		155.00	0.00	155.00	0.00
<b>Authorised:</b> mjjw							
						0.00	295.00
Above paid on 30/04/2021 by Online Payment Ref TAYLER							
<b>THREADFAST</b> <b>Threadfast Engineers 1984 Ltd</b>							
<i>SIN109482/12528/mo,tice keys</i>	26/04/2021	SIN109482		21.60	0.00	21.60	0.00
<b>Authorised:</b> rb							
<i>SIN/09483/12530/keys &amp; fobs</i>	26/04/2021	SIN109483		24.29	0.00	24.29	0.00
<b>Authorised:</b> rb							
<i>SIN109484/12529/locks &amp; keys</i>	26/04/2021	SIN109484		38.28	0.00	38.28	0.00
<b>Authorised:</b> rb							
						0.00	84.17
Above paid on 30/04/2021 by Online Payment Ref THREADFAST							

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

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TMC</b> TMC Creative Ltd							
7733/12531/eLearning for sue Authorised: jm	19/04/2021	7733		525.00	0.00	525.00	0.00
					0.00	525.00	
Above paid on 30/04/2021 by Online Payment Ref TMC							
<b>TOP</b> Top Nosh							
09/12532/Ginger Bread for TIC Authorised: cs	22/04/2021	09		10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 30/04/2021 by Online Payment RefTOP							
<b>WESTWALLAS</b> West Wallasey Contract Hire							
CH/57116/12533/Lease vans Authorised: rb	13/04/2021	CH157116		3,427.85	0.00	3,427.85	0.00
					0.00	3,427.85	
Above paid on 30/04/2021 by Online Payment Ref WESTWALLAS							
Total Purchase Ledger Payments					0.00	61,585.96	

**Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2021**

Item no.	Supplier	Purchase Date	Description	Quantity	£	2020 Total Invent	Fixed Asset	Additions FAR	Addition Inventor	Deletior FAR	Deletic Invent	Revalu Inceas	2021 Total Inventory	Fixed Asset Register
LB000			Town Hall & Museum	1	1600000	2121460	2121460						2121460	2121460
LB003			Paddling Pool (leased)	1	95000	95000	95000						95000	95000
LB005			Plant room - paddling pool		25000	25000	25000						25000	25000
EQP039	Nortek	20/08/2010	Paddling Pool ramp	1	475	475							475	0
INF012	Soft Surfaces	08/05/2017	Pool footpath and safety surface	1		7642	7642						7642	7642
INF013	Centrifugal pumps	08/03/2018	New pool pump	1		1594	1594						1594	1594
EQP070	Washware	13/05/2019	water fountain	1		341							341	0
INF014	Pool Tech	29/03/2018	Chlorine Controller	1		3510	3510						3510	3510
						<b>120475</b>	<b>133562</b>	<b>132746</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>133562</b>	<b>132746</b>
LB001		01/04/2009	Allotment toilets	1	3425	3425	3425						3425	3425
LB002			Hillary Avenue Allotments	1	65000	65000	65000						65000	65000
LB004			Paddling Pool Toilets	1	1	1	0						1	0
INF002		01/04/2009	Allotment path	1	5990	5990	5990						5990	5990
INF011		01/04/2009	Railings at allotments	1	1	1	0						1	0
						<b>74417</b>	<b>74417</b>	<b>74415</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74417</b>	<b>74415</b>
	Chubb	26/08/2010	intruder alarm system	1		4100	4100						4100	4100
FF008	Trend	28/04/2010	Heating Control software	1		2449	2449			2449			0	0
HFE151	Oympian Sheds	18/03/2020	Storage Shed for Courtyard			1729	1729						1729	1729
LB001	Richies		Bar Extension	1		40000	40000						40000	40000
HFE091	Style Seating	25/02/2013	300 Green/gold stacking chairs	298	40.15	11724	11724						11724	11724
HFE092	Allen Pavitt	03/01/2013	30 laminate top folding tables 1800 x 750 mm (6ft)	30	125.93	3778	3778						3778	3778
HFE093	Allen Pavitt	03/01/2013	laminate top folding tables 1500 x 750 mm (5ft)	10	117.4	1174	1174						1174	1174
	Chubb	29/10/2015	Fire Alarm works	1		1827	1827						1827	1827
	Chubb	30/10/2015	Fire Alarm works	1		1800	1800						1800	1800
HFE131	Chubb	26/04/2017	CCTV cameras around Town Hall	13		7000	7000						7000	7000
HFE007			12 section portable and height adjustable stage unit each section 2.0 by 1.0m made of timber ply top with aluminium frame	1	500	500	500						500	500
HFE008			PA system supplied by Worthingtons Euromet Professional cabinet size 500 by 600 by 1.000m high.Comprising of,1 No CA-6220 mixer1 No R300 Amplifier1 No Compact Disk TEAC PD/D2410 multi disk.1 No Radio Mike amp WT-48106	1	5000	5000	5000						5000	5000
HFE009			Piano upright, SCHAIEDMYER, supplied by NJTOSTEVIN and Son Stoke on Trent.	1	1500	1500	1500						1500	1500
HFE004			1 No Electric Wall Clock by The London Clock Company.	1	100	100	0				100		0	0
HFE043		01/06/2008	2 large ceiling chandeliers	2		0	0						0	0
CAT114		01/06/2008	Lion Crest above Main Hall on wall	1	1	1	0						1	0
HFE005	Global Hygiene	06/10/2010	NPR 1523 Floor Machine c/w Drive Board, Solution Tank, Scrubbing Brush	1	825	825	0						825	0
HFE006	Global Hygiene	25/10/2010	Numatic Twintec TT Floor Scrubber 240v	1	1235	1235	1235						1235	1235
HFE114	Talke Chemicals	10/11/2014	Sack Truck	1		86	0						86	0
HFE029	PAS Sound Engineering	28/01/2011	Main sound system + gallery system (Grand Hall)	1	8155	8155	8155						8155	8155
HFE081	PAS Sound Engineering	28/01/2011	4 way mike sockets (these are in the wall)	1	325	325	0						325	0
HFE078	PAS Sound Engineering	28/01/2011	1 stand	2	56.5	113	0						113	0
HFE132	Pure AV	08/05/2017	Conference System - Bridestones	1		15193	15193						15193	15193
HFE133	Strictly Tables & chairs	28/07/2017	5' Plastic Folding round tables x 5	5		320	320						320	320
HFE134	Strictly Tables & chairs	28/07/2017	6' Plastic Folding round tables x 15	15		1319	1319						1319	1319



**Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2021**

Item no.	Supplier	Purchase Date	Description	Qua	£	2020 Total Invent	Fixed Asset	Additions FAR	Addition Inventor	Deletion FAR	Deletic Invent	Revalu Increas	2021 Total Inventory	Fixed Asset Register
HFE135	Christmas Direct	01/08/2017	Fairy lights	1		564	0						564	0
HFE140	Xmasdirect	08/11/2017	Fairy lights	1		140	0						140	0
HFE142	Cookies	31/07/2018	LED uplighter lights	28		2583	2583						2583	2583
HFE136	Chains and Lifting	19/09/2017	Harness for Minstrel Gallery	1		1143	1143						1143	1143
HFE137	Strictly Tables & chairs	28/07/2017	Narrow Table Trolley	2		425	0						425	0
HFE129	T&S Electrical	30/11/2016	Induction Loop System (for the hard of hearing)	1		1925	1925						1925	1925
HFE019			Green Privacy Screens	3	120	360	0						360	0
						0	0						0	0
HFE071			Congleton Town Council Rolls of Mayors Board 2.00 by 0.800m	1	400	400	0						400	0
HFE025	Donation	01/04/2010	2 samsung LCD TVs	2	0	0	0						0	0
HFE112	Nisbets	23/10/2014	Red rope and brass post barrier	1	113	113	0						113	0
HFE090	MAC Tool Hire	25/03/2013	Infra Red Heaters (park)	2	300	600	0						600	0
HFE018	Global Hygiene	13/10/2010	first Aid Couch	1	324	324	0						324	0
	Global Hygiene	23/12/2011	DeLonghi Rapido Oil filled radiator	1		175	0						175	0
HFE138	Andrew Deptford aadefib.com	28/09/2017	Physio-control lifePak CR plus fully automatic Defibrillator	1		980	0						980	0
HFE012			High circular drinks tables tubular steel with beech effect top 550mm diameter 1.200m high	3	90	270	0						270	0
HFE013		01/06/2008	5 Low circular drinks tables (1 in bar)	5		360	0						360	0
HFE014		01/06/2014	5 Low Square drinks tables	4		1	0						1	0
HFE015		01/06/2014	2 metal litter bins - 1BS, 1 GH	2		1	0						1	0
HFE047			hydro boil water heater (kitchen)	1		543	0						543	0
HFE062	SAS Refridgeration	14/04/2010	Bar Cellar Fridge (kitchen)	1	1500	1500	1500						1500	1500
HFE139	SAS Refridgeration	12/10/2017	2 door bottle cooler	1		350	0						350	0
HFE115	Catering Supplies	05/07/2015	Glasswasher (cotton club)	1		1350	1350						1350	1350
HFE119			Large lockable twin door Bottle Fridge store (corridor)	1									0	0
HFE102			Undercounter twin glass bottle fridges	2									0	0
HFE152	Catering Equipment	23/03/2020	Ice Machine			1400	1400						1400	1400
HFE069			2 No portable black tubular steel hat and coat racks on casters 1.800m by 1.800m	2	75	150	0						150	0
HFE068			Handyman Aluminium Ladders 3 stage (park)	1	150	150	0						150	0
C3			2 No Aluminium Flip Chart Boards and Stands	2	50	100	0						100	0
	COS	30/03/2012	1 Nobo Nautile Easel (flip chart board)	1		79	0						79	0
HFE128	Access	16/11/2016	900mm x 600mm display boards (rear storeroom)	3	93	279	0						279	0
HFE028			2 No Aluminium Free Standing Display Boards in blue 1.800m by 1.800m	2	250	500	500						500	500
HFE126	Talke Chemicals	07/11/2016	Ash Bin	1		170	0						170	0
HFE 122	Astbury Garden Centre	16/12/2015	2 Artificial Christmas Trees (park)	2		266	0						266	0
HFE109			Stainless Steel Vacuum Flasks	2		140	0						140	0
HFE116	Nisbetts	16/04/2015	Stainless Steel Vacuum Flasks	14		125	0						125	0
HFE117	Stephensons	28/05/2016	Simply Tableware 11" plates	252		444	0						444	0
HFE118	Stephensons	28/05/2016	Simply Tableware 6.25" plates	252		154	0						154	0
HFE121	Dudsons	08/04/2015	100 mugs	100		100	0						100	0
HFE123	Stephensons	08/03/2016	Cutlery	1		159	0						159	0
HFE124	Dudsons	03/03/2016	100 mugs	100		100	0						100	0
HFE074	SAS Refridgeration	10/09/2010	undercounter fridge	1	358	358	0						358	0
HFE099	SAS Refridgeration	13/06/2013	Fridge model GN650TN	1		850	850						850	850
HFE100	The Catering shop	09/08/2013	Chest Freezer CF1300	1		389	389						389	389
HFE082	Ritchie	13/07/2013	C Range Commercial Dishwasher	1		2801	2801						2801	2801
HFE083	Ritchie	13/07/2013	Free Standing Fridge Sterling Pro	1		458	458						458	458
HFE084	Ritchie	13/07/2013	Blue Seal Salamander Grill	1		948	948						948	948

**Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2021**

Item no.	Supplier	Purchase Date	Description	Qua	£	2020 Total Invent	2021 Fixed Asset	Additions FAR	Addition Inventor	Deletior FAR	Deletic Invent	Revalu Increas	2021 Total Inventory	Fixed Asset Register
HFE085	Ritchie	13/07/2013	Oven lincat 6 burner range	1		1406	1406						1406	1406
HFE101			Imperial 6 Burner Range	1		0	0						0	0
HFE106			Industrial Gas Cooker	1		0	0						0	0
HFE107			Tall Glass fronted bottle fridge (Cotton Club?)	1		0	0						0	0
HFE143	Ritchie/TS Electrical	15/02/2018	Combi Oven	1		12963	12963						12963	12963
HFE119	Catering Supplies	03/10/2015	2 door fridge	1		1100	1100						1100	1100
HFE127	Catering Supplies	22/11/2016	2 door w/top fridge	1		850	850						850	850
HFE086	Ritchie	13/07/2013	Hot plate parry alpha range	1		1295	1295						1295	1295
HFE087	Ritchie	13/07/2013	Commercial microwave	1		549	549						549	549
HFE088	Ritchie	13/07/2013	Commercial microwave	1		549	549						549	549
HFE095	Hancocks	14/03/2013	1 litre water jug	1	1.95	12	0						12	0
HFE096	Hancocks	14/03/2013	1.8 litre water jug	6	3.95	59	0						59	0
HFE149	Viking	10/09/2019	1.6 litre water jugs	16	2.99	60	0						60	0
HFE097	Hancocks	14/03/2013	10oz Hiball water glasses	192	0.36	70	0						70	0
HFE120	Posh Nosh Parties	23/12/2016	Various kitchen items see list	1		1700	0						1700	0
HFE040	Jackson Lloyd	03/06/2010	display cabinet	1	2200	2200	2200						2200	2200
CAT020	Fattorini	10/05/2012	Jubilee Link badge	1		398	0						398	0
CAT119	Princess Irene Regiment	31/10/2013	S/S Ceremonial Dutch Military Sword	1		2250	0						2250	0
CAT090	In Museum		1 No Tapestry 5.0m by 2.5m depicting Congleton Scene	1	5000	5000	5000						5000	5000
HFE035			1 No Antique Mayors Chair in carved timber and brown leather good condition	1	300	300	0						300	0
CAT091			1 No oil painting of Little Moreton Hall Nr Congleton behind glass in either timber or plaster quilt frame 1.000m by 0.900m	1	500	7500	500						7500	500
CAT092			1 No oil painting of Building Ruin with Fence in Foreground behind glass in either timber or plaster quilt frame 1.100m by 0.900m	1	350	7500	350						7500	350
CAT093			1 No oil painting of Congleton High Street and Town Hall painted and presented by John Nash Peake AD1902 1.600m by 1.200m	1	500	30000	500						30000	500
HFE036	Great British Lighting	14/05/2010	Satin Brass Rectangular up/down lights	8	533	4269	4269						4269	4269
HFE037	Great British Lighting	14/06/2010	Chandeliers	2	7053	14106	14106						14106	14106
HFE038	R&L Systems Ltd	08/06/2010	2 pulleys for chandeliers (raising & lowering)	1	4950	4950	4950						4950	4950
HFE039		01/06/2008	2 ceiling fans	2		1	0						1	0
HFE034	Allen Pavitt Contracts	07/06/2010	1830mm x 762mm tables	6	124	744	744						744	744
HFE033			2130mm x 762mm tables	3	134	402	402						402	402
HFE032			1220mm x 762mm tables with round edges	2	121	242	242						242	242
HFE031			Beech Frame Conference chair	42	79	3318	3318						3318	3318
HFE027			Duel Height wheeling folding stage + steps	1	752	752	752						752	752
HFE154	Fire	18/03/2021	Evac chair	1					670				670	0
HFE030	PAS Sound Engineering	28/01/2011	Sound System	1	5597	5597	5597						5597	5597
HFE148	Pure AV	23/05/2019	4 x Audio Technical handheld microphones	4		1051	1051						1051	1051
HFE094	Congleton Office Supplies	28/03/2013	Nobo Tripod Screen	1		137							137	
HFE113	Jantex	19/11/2014	Upgraded pulley system for curtains in Bridestones	1		690	0						690	0
OFF136	Prism	08/10/2019	Lenovo ThinkCentre M635q 10tl presentation device (TV in foyer)	1		407	407						407	407
OFF027			10 No tubular steel frame counter chairs upholstered in green with arms	10	180	1800	1800						1800	1800
OFF026			2 Semi Circular Boardroom metal frame table with light oak top 1.200m diameter	2	170	340	0						340	0
OFF028			1 No Rectangular Boardroom metal frame table with light oak top 1.200m in diameter	2	170	170	0						170	0

**Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2021**

Item no.	Supplier	Purchase Date	Description	Quantity	£	2020 Total Invent	2021 Fixed Asset	Additions FAR	Addition Inventor	Deletion FAR	Deletion Invent	Revalu Increase	2021 Total Inventory	Fixed Asset Register
OFF029			1 No Magnus Cresenda Storage Cupboard in light oak 1.600m by 0.550m	1	580	580	580						580	580
HFE150	Officefurniture Online	30/10/2019	Devonshire Wooden Frame Stacking Armchairs slate grey	10		400	400						400	400
HFE144	Laptop House Ltd	15/02/2018	Avocor E-6500 Touch Screen panel and trolley	1		1854	1854						1854	1854
	Prism	13/06/2019	Microsoft Office for touch screen			185							185	0
HFE035			2 No Antique Congleton Town Council Mayors Chair in polished wood and leather with ornate carving depicting in wood carving conga eels and barrel tons	1	500	500	500						500	500
CAT115	In cabinet on 1st floor landing		Collection of Framed Certificates and Maps 1 No Framed Certificate Guinness World Records Maypole dance 146 participants 2008. 1 No Framed Adept Integrated Management System Certificate to Congleton Town Council from SECE 1 No Framed 25,000 <sup>th</sup> scaled plan of	1	300	300	0						300	0
CAT116			pictures of past Mayors - reframed and hung in Grand Hall	1	200	1390	0						1390	0
CAT120	Spencer Suite	08/10/2019	Framed Carnival shields			810							810	0
CAT101-CAT113			12 No Charity Boards timber framed with hand painted inscriptions 2.000m by 0.800m 1 No John Pedley 1 No The Wilbraham Memorial Fund 1 No The Wilbraham and Emily Ann Salt 1 No Congleton Charities 1 No The Cotterhill Brook Street Charities 1 No Mary and Judith A	1	1200	1200	1200						1200	1200
													0	0
OFF126	Broadstock	22/05/2018	MJW office desk			98							98	0
HFE145	Landscape supply Ltd	08/06/2018	2.3 Powermaxx Combo drill set (MW)			189							189	0
HFE146	Ableworld	03/12/2018	Lightweight Steel wheelchair	1		108							108	0
HFE020			Dual Height Wheeling folding stage	1		916	916						916	916
HFE089	A&A Music		Music stand as lecturn	1		23	0						23	0
OFF101	Heatons	10/07/2015	Nobo Tripod screen 2000 x 1513	1		137	0						137	0
	Talke Chem	04/03/2016	Key Cabinet	1		53	0						53	0
OFF135	Prism	08/10/2019	Dell Vostro 3580 (Spare) notebook	1		807	807						807	807
EQP042	Nevada	10/11/2011	9v battery charger	1		56	0				56		0	0
EQP043	Nevada	10/11/2011	9v rechargable batteries	9		98	0				98		-1	0
HFE125	Just Projectors	26/07/2016	NEC M311W Projector	1	463	463	463						463	463
OFF124	Broadstock	13/11/2017	Magnus Desk 1600x.800x600 (LM)	1		90	0						90	0
OFF053			4 No High Back Operator Chairs in fabric colour leaf	4	85	340	0						340	0
OFF054		01/06/2008	Beech effect 2 door cupboard (RB Office)	1		1	0						1	0
OFF066			1 No Rectangular Table metal frame 1.800m by 0.750m in light oak timber finish	1	85	85	0				85		0	0
OFF055			Magnus Storage Cupboard with Tambour Doors 1.950m by 1.060m by 0.530m in light oak timber finish	1	300	300	0						300	0
OFF055			Magnus storage cupboard	1	400	400	0						400	0
OFF085	Broadstock	08/07/2014	Four shelf L/Oak bookcase (behind JP)	1		113	0						113	0
OFF137	Southern Broadstock	29/10/2019	Tambour cupboard (back of admin office)	1		308							308	0
OFF133	Southern Broadstock	13/06/2019	3 x 16x8 desks for admin office	3		261							261	0
OFF116	Prism	15/05/2017	ST desktop PC - Dell - Optiplex 3050	1		1016	1016			1016			0	0
OFF117	Prism	15/05/2017	ST Monitor - Dell 22"	1		147	147						147	147
OFF143	Prism	17/08/2020	Dell Vostro Laptop ST					886					886	886
OFF142	Prism	17/08/2020	Dell Vostro Laptop LM					886					886	886
													0	0
													0	0
OFF073	Prism	03/12/2013	Office Server	1		2383	2383			2383			0	0
OFF146			Cloud based server replacement										0	0
OFF119	Prism	03/05/2017	APC Smart UPS 1000VA battery backup for server			343	0						343	0
OFF094	PCWorld	29/05/2014	Net gear Comms box	1		120	0				120		0	0
OFF130	Prism	06/03/2019	New comms box and wires	1		2545	2545						2545	2545

**Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2021**

Item no.	Supplier	Purchase Date	Description	Qua	£	2020 Total Invent	Fixed Asset	Additions FAR	Addition Inventor	Deletior FAR	Deletic Invent	Revalu	2021 Total Inventory	Fixed Asset Register
OFF138	Prism	28/11/2019	Dell Vostro 3470 8gbRAM Windows 10 to VIC?	1		725	725						725	725
OFF122	Prism	12/09/2017	Dell 22" Monitor P2217H- LM	1		158	0						158	0
OFF123	Prism	26/09/2017	Adobe Acrobat Pro 2017 (LM machine)	1		575	0						575	0
OFF132	Prism	18/04/2019	Dell Vostro 3470 PC Used for Rialtas and Asset Manager local server			816	816						816	816
OFF144	Prism	17/08/2020	Dell Vostro laptop AMW	1				886					886	886
OFF140	Prism	26/06/2020	Adobe Acrobat Pro x 2 MH and AMW machines						942				942	0
OFF139	Prism	28/11/2019	Dell Vostro 3470 8gbRAM Windows 10 MW now VIC	1		725	725						725	725
OFF150	Prism	31/03/2021	Dell Vostro laptop, monitor, docking station					1440					1440	1440
	Prism	07/12/2011	Office Professional 2010 software	3		830	830			830			0	0
			Office Home and Business 2010 Software	4		760	760			760			0	0
OFF112	Prism	17/01/2017	Dell 22" Monitor P2217- JP	1		131	131						131	131
OFF113	Prism	17/01/2017	Dell Optiplex 3040 Mini tower PC - JP	1		753	753			753			0	0
OFF141		17/08/2020	Dell Vostro Laptop JP					886					886	886
OFF134	Pear Technology	31/01/2011	Mapping Software and Asset Manager	1		1625	1625						1625	1625
OFF128	Prism	04/09/2018	Brother Laser Jet Printer L2370DN (main office) Andrea has this			112							112	0
OFF110	Prism	14/01/2017	Avaya VOIP telephone system	1		4225	4225						4225	4225
EQP041		01/04/2010	PAT Tester	1	850	850	0						850	0
OFF048		01/06/2008	Wooden Coat Stand	1		1	0				1		0	0
OFF049			4 No 4 Drawer Metal Filing cabinets	3	165	495	495						495	495
OFF078			2 drawer metal filing cabinet	1		68	0						68	0
			3 office blinds (admin office)	3		397	397						397	397
HFE098	Viking	02/09/2013	NEC M3111 Projector	1		465	0						465	0
OFF056	Viking	17/06/2010	Ativa Shredder	1		290	0						290	0
OFF147	EE	14/01/2021	Various mobile phones (ST has details)					1517					1517	1517
OFF148	Prism	11/02/2021	Docking stations x 4 JP,ST,RB,LM					887					887	887
OFF149	Prism	11/02/2021	RB Dell laptop					993					993	993
OFF114	Prism	17/01/2017	RB laptop - plus addition 2018/19	1		1068	1068			1068			0	0
OFF020	Broadstock	25/01/2012	3 Drawer Pedestal LM	1		103							103	
OFF032		01/06/2008	4 Green swivel chairs	4		1							1	
OFF081	Broadstock	22/01/2014	RB desk	1		114	0						114	0
OFF082	Broadstock	22/01/2014	RB Pedestal	1		103	0						103	0
OFF083	Broadstock	23/01/2014	RB bookcase( main office)	1		113	0						113	0
OFF084	Broadstock	24/01/2014	RB chair	1		83	0						83	0
HFE147	ESE Direct	22/10/2018	3x Topbox shelving units for archive	3		363							363	0
OFF096	Broadstock	17/11/2014	MW Desk	1		114	0						114	0
OFF097	Broadstock	17/11/2014	MW Pedestal	1		103	0						103	0
OFF098	Broadstock	17/11/2014	MW chair with arms	1		105	0						105	0
HFE065		01/06/2008	Step ladder	1		1	0						1	0
HFE153	Argos	03/02/2021	Fridge (used by NHS to go into top office)	1					108				108	0
OFF030			2 tables 1.600m diameter 25 mm top in light oak	2	100	200	0						200	0
OFF118	Prism	15/05/2017	HP Laser jet Pro 203dw printer	1		135							135	
OFF031			3 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m by 0.600m with Lockable Under Desk Filing Cabinets all in light oak timber finish	4	220	880	880						880	880
OFF033			1 No Magnus Circular Table with Central Column Base in light oak 1.000m diameter	1	135	135	0						135	0
OFF034			4 No 4 Leg Stackable Meeting Chairs Without Arms Upholstered in fabric colour leaf	4	60	240	0						240	0
OFF044			1 No 2 Drawer Metal Filing Cabinet	1	100	100	0						100	0
OFF111	Heatons	14/11/2016	4 drawer grey filing cabinet	1		129	0						129	0
OFF079	The Stationery Cupboard		Jemini 2 drawer filing cabinet grey	1		111	0						111	0
OFF043			1 No 2 Drawer Small Timber Filing Cabinet in Beech Wood	1	40	40	0						40	0

**Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2021**

Item no.	Supplier	Purchase Date	Description	Quantity	£	2020 Total Invent	2020 Fixed Asset	Additions FAR	Addition Inventor	Deletior FAR	Deletic Invent	Revalu Inceas	2021 Total Inventory	Fixed Asset Register
OFF125	Prism	01/11/2017	Dell 3380 latitude laptop (DM) with wireless keyboard and mouse	1		1170	1170						1170	1170
OFF040			1 No Dell 19inch Flat Screen Monitor BH PC	1	175	175	175						175	175
OFF099	Prism	15/01/2015	Adobe Acrobat X1 Pro (DM Machine)	1		480	0						480	0
OFF035			Metal cupboard		210	210	0						210	0
OFF047		16/01/2012	Canon ES0 1100D5 Camera	1		350	0						350	0
OFF129	Argos	03/12/2018	Canon IXUS 185 20MP 8x zoom camera	1		94							94	0
OFF121	Prism	02/08/2017	Dell Latitude 3580 SSD Laptop (JM)	1		1130	1130						1130	1130
OFF145	Prism	23/12/2020	Dell Laptop DC					1070					1070	1070
OFF131	Prism	18/04/2019	MikeSmith Dell Vostro5568 Notebook	1		879	879						879	879
OFF127	Prism	13/06/2018	Inspiron 15 5000 series laptop Martha	1		1463	1463						1463	1463
OFF120	Frank Henshall	03/07/2017	Canon 5D 28-105 camera EX550 Flash gun	1		450	0						450	0
CAT100			Ancient Records NB. A nominal value is included. Following a discussion with David Roffe Medieval Historian the ancient records if offered for sale could generate interest from American Universities and as a set realise in the order of £100,000	1	10000	10000	10000						10000	10000
						<b>302478</b>	<b>230608</b>	<b>9451</b>	<b>1720</b>	<b>9259</b>	<b>460</b>	<b>0</b>	<b>303930</b>	<b>230800</b>
CS001-CS007			Welcome to Congleton Road Signs	7	1600	11200	11200						11200	11200
FP001-FP007			Town Centre finger posts - (??)	3	2600	7800	7800						7800	7800
NB001-NB007			Notice Boards - (??)	6	1100	6600	6600						6600	6600
	XLDisplays	08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1		126	0						126	0
	XLDisplays	08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1		126	0						126	0
INF001			River Dane walkway	1	35000	35000	35000						35000	35000
INF005	Belmont Fabrication	31/05/2012	Jubilee Arches in Community Garden	3		4500	4500						4500	4500
CS008	Lite Ltd	08/12/2013	Xmas Lights - JM has breakdown	1		18308	18308						18308	18308
CS028	Lite Ltd	17/11/2020	Xmas Tree lights - Martha has details	1				1395					1395	1395
CS029	Lite Ltd	25/11/2020	Xmas street lights - Martha has details	1				8682					8682	8682
CS030	Lite Ltd	15/02/221	Rebulb festoon lights in pedestrian area	1				2825					2825	2825
CS010	Amberol Ltd	08/05/2014	Octagonal planter with 3 tiers (market st)	2		1202	1202						1202	1202
CS011	Amberol Ltd	08/05/2014	6 tier beehive planters (by RBS)	2		1245	1245						1245	1245
CS016	Amberol Ltd	21/12/2017	6 Tier beehive planters -Pedestrian area, Market St	2		1481	1481						1481	1481
CS018	Amberol Ltd	19/03/2018	13 Self watering black half unit Pole planters (26 halves)	13		1921	1921						1921	1921
CS022	Amberol Ltd	19/03/2018	6 1000mm Self watering Half barrier basket	6		890	890						890	890
CS020	Donated by Cong Partership	18/04/2017	16 self watering meter square without wording planters	16		0	0						0	0
CS021	Donated by Cong Partership	18/02/2018	7 large 1m sq planters	7		0	0						0	0
CS012	Earth Anchors	28/06/2013	3 Moulded garden benches (community garden)	3		1125	1125						1125	1125
CS019			Red Telephone Box -Greenacres Road	1		0	0						0	0
CS013			Red Telephone Box -Timbersbrook	1		0	0						0	0
CS014	Country Rustics	29/06/2016	5 Planters - Mountbatten Way	5	300	1500	1500						1500	1500
CS015	Belmont Fabrication	30/06/2016	12 x Roundabout signs	12	143	1716	1716						1716	1716
CS023	National Polytunnels	31/05/2018	Community Polytunnel in the Park			1898	1898						1898	1898
CS025	Amberol Ltd	20/09/2018	6 x Black bins			372							372	0
CS024	Belmont Fabrication	30/11/2018	5 x safety barriers for xmas tree	5		767							767	0
CS026	Glasdon	10/07/2019	6 x Black bins 50"HSL	6		1097	1097						1097	1097
CS027	SG Manufacturing	13/02/2020	Solar assisted SID	1		1422	1422						1422	1422
NB008	BAM Nuttall	20/12/2013	Radnor Park Sign	1		4981	4981						4981	4981
						<b>105277</b>	<b>103886</b>	<b>12902</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>118179</b>	<b>116788</b>
MEM002			War Memorial	1	15000	15000	15000						15000	15000
MEM001			Sgt Eardley - VC Statue (March 2003)			9967	9967						9967	9967
MEM003	Donated by Steve Ashton, Friends of Treo	26/10/2017	Treo - statue of army dog by war memorial	1		0	0						0	0
CS017	Belmont Fabrication	18/01/2018	Railings around Treo	1		1500	1500						1500	1500

**Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2021**

Item no.	Supplier	Purchase Date	Description	Qua	£	2020 Total Invent	Fixed Asset	Additions FAR	Addition Inventor	Deletior FAR	Deletic Invent	Revalu Inreas	2021 Total Inventory	Fixed Asset Register
LB008	Land Registry	18/09/2013	Land by War Memorial	1		1	1						1	1
				1	15000	<b>26468</b>	<b>26468</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26468</b>	<b>26468</b>
LB006		01/01/2014	Market St Toilets (by bus station)(fixtures and fittings)	1		14212	14212						14212	14212
						<b>14212</b>	<b>14212</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14212</b>	<b>14212</b>
<b>Artifacts and Treasures</b>														
CAT001			Weights and Measures	1	5746	5746	5746						5746	5746
CAT002			Mayoral Badge	1	18000	18000	6659						18000	6659
CAT003			Mayoral Chain	1	55000	55000	23763						55000	23763
CAT004			Mayoress Badge (can go on Mayor's chain)	1	5000	5000	1712						5000	1712
CAT005			Mayoress Chain	1	8000	8000	3487						8000	3487
CAT006			Deputy Mayor Badge (refurbished)	1	3250	3250	1475						3250	1475
CAT007			Consort Pendant (silver medallion)	1	1250	1250	837						1250	837
CAT008			Small Mace	1	4220	4220	4220						4220	4220
CAT009			Large Mace	1	55000	55000	28509						55000	28509
CAT010			Mayor's Working Chain	1	15828	15828	15828						15828	15828
CAT012			Silver Parcel Pendant (working chain medallion)	1	4000	4000	1011						4000	1011
CAT013			Wood Case	1	94	94	94						94	94
CAT117	Fattorini Ltd	02/04/2013	Deputy Mayor Pendant (DM2 newer)	1	1200	1200	926						1200	926
CAT118	Fattorini Ltd	03/04/2013	Consort pendant enamelled 3 colours on blue ribbon	1	650	650	599						650	599
						<b>177238</b>	<b>177238</b>	<b>94866</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>177238</b>	<b>94866</b>
EQP050	Sharrocks	16/06/2017	Lawnmower Flight 553HRSPROHS			949	949						949	949
EQP025	Cheshire East	01/01/2014	Bowling Green Mower			1	1						1	1
EQP026	Cheshire East	01/01/2014	Strimmer			1	1						1	1
EQP027	Cheshire East	01/01/2014	Strimmer			1	1						1	1
EQP029	Cheshire East	01/01/2014	Blower Stihl BR350			1	1						1	1
EQP031	Cheshire East	01/01/2014	Hedgecutter			1	1						1	1
EQP032	Cheshire East	01/01/2014	Flymo mower - Allen			1	1						1	1
EQP054	Paul Brereton Ltd	04/10/2019	Williams LM105G Serial SCKD00000J5157196 Trailer	1		2975	2975						2975	2975
VEH003	Cheshire East	01/01/2014	Small Ford Tractor L593 LHJ			1	1						1	1
VEH006	Cheshie Turf Machinery	09/03/2015	TORO GM3400 Ride on Mower - cylinder AJ13 YBX			12995	12995						12995	12995
EQP011	Congleton Garden Machinery	01/03/2014	Hayter Condor Hydro with 5 blades	1		5315	5315						5315	5315
EQP012	Congleton Garden Machinery	01/03/2014	Hayter Condor Hydro with 5 blades	1		5315	5315						5315	5315
EQP014	Congleton Garden Machinery	01/03/2014	Honda HRH536HX 4 Wheel	1		1026	1026						1026	1026
EQP015	Congleton Garden Machinery	01/03/2014	Honda HRH536HX 4 Wheel	1		1026	1026						1026	1026
EQP016	Congleton Garden Machinery	01/03/2014	Honda HRH536HX 4 Wheel	1		1026	1026						1026	1026
EQP017	Congleton Garden Machinery	01/03/2014	Strimer Stihl FS410 C-E	1		707	707						707	707
EQP018	Congleton Garden Machinery	01/03/2014	Strimer Stihl FS410 C-E	1		707	707						707	707
EQP019	Congleton Garden Machinery	01/03/2014	Strimer Stihl FS410 C-E	1		707	707						707	707
EQP020	Congleton Garden Machinery	01/03/2014	Stihl Blower BR350	1		356	356						356	356
EQP021	Congleton Garden Machinery	10/01/2014	Long Reach Hedge Cutter	1		338	338						338	338
EQP022	Congleton Garden Machinery	10/01/2014	Long Reach Hedge Cutter	1		338	338						338	338

**Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2021**

Item no.	Supplier	Purchase Date	Description	Qua	£	2020 Total Invent	Fixed Asset	Additions FAR	Addition Inventor	Deletior FAR	Deletic Invent	Revalu Inceas	2021 Total Inventory	Fixed Asset Register
EQP044	CTM	25/03/2014	TORO LT3340 Ride on Mower - Rotary AJ13 YBY	1		24950	24950						24950	24950
EQP045	Fresh Group	17/06/2014	Back Pack Vacuum	1		994	994						994	994
EQP046	Congleton Garden Machinery	21/10/2014	Stihl BR600 Blower	1		371	371						371	371
EQP047	C Bury Sales Ltd	12/08/2015	Petrol Rotivator	1		308	308						308	308
EQP049	CGM	22/09/2015	Honda HRX537HY Lawnmower	1		797	797						797	797
EQP050	CGM	22/09/2015	Honda HHH 25S75E - trimmer	1		310	310			310			0	0
EQP051	CGM	22/09/2015	Honda HHH 25S75E - trimmer	1		310	310			310			0	0
EQP052	PE Jones	16/03/2016	Second Hand Pressure Washer and trailer	1		1500	1500						1500	1500
EQP053	Calgary	08/04/2016	Apache SC42 Scarifier	1		349	349						349	349
EQP057	Congleton Garden Machinery	18/04/2017	Stihl MS 180 14" Chainsaw	1		172	172						172	172
EQP058	Congleton Garden Machinery	01/12/2018	Stihl HS87T Hedgecutter	1		351	351						351	351
EQP059	Congleton Garden Machinery	12/03/2018	Echo ES-250ES Leaf blower	1		196	196						196	196
EQP060	Landscape supplies	23/04/2018	Hammerlin Galvanised Barrow			81							81	0
EQP061	CGM	18/06/2018	Blower Echo PB-2520			162							162	0
EQP	Cheshire East	01/01/2014	Strimmer			1	1						1	1
EQP	Cheshire East	01/01/2014	Strimmer			1	1						1	1
EQP	Cheshire East	01/01/2014	Strimmer			1	1			1			0	0
EQP063	CGM	18/06/2018	Blower Stiga SBL 327V			166							166	0
EQP062	CGM	18/06/2018	Blower Echo PB-2520			162							162	0
EQP064	Sharrocks	06/08/2018	Bowling Green Mower - Ransome Super Certes LDFC604			3735	3735						3735	3735
EQP065	Talke Chemicals	04/05/2018	Storage cage for tools at the park	1		340							340	0
EQP	Cheshire East	01/01/2014	Blower Stihl BR600 x 2			1	1						1	1
EQP066	Talke Chemicals	05/12/2018	4 x Locker units for Streetscape	4		389							389	0
EQP067	Talke Chemicals	11/10/2018	1 x 4 Tread Step ladder	1		48							48	0
EQP068	Talke Chemicals	11/10/2018	1 x 3 way platform ladder	1		95							95	0
EQP071	Landscape supplies	15/08/2019	Combi drill	1		577							577	0
EQP072	Threadfast Engineers	23/09/2019	TENG T1436 36pc 1/4" socket set	1		45							45	0
EQP073	RVW Pugh	16/10/2019	Stihl KM131R Combi Engine x 3	3		1345	1345						1345	1345
EQP074	RVW Pugh	16/10/2019	Stihl HL145 Kombi tool head	1		245							245	0
EQP075	RVW Pugh	16/10/2019	Stihl KM-MC extension shaft	1		60							60	0
EQP069	Argos (credit card)	03/03/2019	Bush Fridge for Streetscape bungalow	1		100							100	0
EQP076	RVW Pugh	02/07/2020	2 x lawnmowers	2				1350					1350	1350
EQP077	SBT	13/08/2020	ESPA pump	1				827					827	827
EQP078	Landscape supplies	08/10/2020	Pressure washer	1				199					199	199
EQP079	RVW Pugh	03/12/2020	2 x lawnmowers	2				2500					2500	2500
EQP080	Congleton Garden Machinery	20/01/2021	Turf cutter					763					763	763
EQP081	Landscape supplies	23/09/2021	2 x Stihl FS-KM KombiTool Autocut C26-2	2				234					234	234
EQP082	Landscape supplies	11/01/2021	Angle grinder	1				106					106	106
EQP083	Energy	03/03/2021	Petrol Generator	1				433					433	433
EQP084	Landscape supplies	18/03/2021	Hedgetrimmer	1				398					398	398
													0	0
						72898	70428	6810	0	621	0	0	79087	76617
VEH002			Water bouser	1		500	0						500	0
HM010	Makita	05/11/2009	18v LXC Zpc combi kit (power drill)	1		299	0						299	0
HM011	Makita	27/05/2010	18v Lithium 6pc kit (battery tools)	1		599	0						599	0
HM012	Global	30/11/2010	20 Traffic Cones and Signs	1		503	0						503	0
HM013	Stihl	08/06/2011	H581 R-24 Hedgecutter	1		333	0						333	0
HM014	Stihl	09/06/2011	Strimmer attachment and blade	1		118							118	
EQP048	Surf & Turf Instant Shelters	10/09/2015	Gazebo (TIC store)	1		421	0						421	0
EQP040	True Traders	23/03/2012	Galvanised Crowd Control Barriers	28		867	0						867	0

**Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2021**

							2020		Additions	Addition	Deletior	Deletic	Revalu	2021	
Item no.		Supplier	Purchase Date	Description	Qua	£	Total Invent	Fixed Asset	FAR	Inventor	FAR	Invent	Increas	Total Inventory	Fixed Asset Register
EQP056		Cong Garden Machinery	28/06/2013	Shindawa Chainsaw	1		300	0						300	0
							<b>3940</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3940</b>	<b>0</b>
				<b>Total</b>			<b>3031950</b>	<b>2869089</b>	<b>29163</b>	<b>1720</b>	<b>9880</b>	<b>460</b>	<b>0</b>	<b>3052493</b>	<b>2888372</b>



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	10/06/2021 7pm	<b>LOCATION</b>	Town Hall
<b>REPORT FROM</b>	Jackie Potts – Support Manager and Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>15 Annual Governance and Accountability Return (AGAR)2020/ 2021</b>		
<b>Background</b>	<p>Smaller Authorities' Audit Appointments Ltd (SAAA) replaced the Audit Commission in 2017 to procure external audit services under the Local Audit and Accountability Act 2014 to Town and Parish Councils. For those, like Congleton Town Council, with income or expenditure under £6.5 million per year (referred to as smaller authorities), it operates a limited assurance regime. The regime is designed to provide a level of assurance at a cost proportionate to the amounts of public money managed by these smaller authorities. The auditors undertake a limited range of specified procedures to give assurance about the accounting statements.</p>		
<b>Updates</b>	<p>All documentation must be received by the external auditor (currently PKF Littlejohn) by 30<sup>th</sup> June following the financial year end of 31<sup>st</sup> March and must be signed at a Full Council meeting. The dates for the period of public rights (where members of the public can request to see the accounts and documentation) have to be published on the Authority's website after signing at Full Council These documents are for the Finance committee to consider and recommend to Full Council for signing on 24<sup>th</sup> June 2021</p>		
<b>Decision Requested</b>	To recommend approval of the AGAR 20/21 to full Council for signing on 24 <sup>th</sup> June 2021.		

# Annual Governance and Accountability Return 2020/21 Part 3

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To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 - External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;

- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

Notice of conclusion of audit

- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.

Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.

The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.

Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.

The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.

The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.

The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.

Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**

Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.

Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.

If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.

Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).

The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.

The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	I	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	I - I	I - - C
Section 1	For any statement to which the response is 'no', has an explanation been published?	I - I	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	/	
	Has an explanation of significant variations from last year to this year been published?	/	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	I /	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	/	
Sections 1 and 2	Trust funds - have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	I	

**'Governance and Accountability for Smaller Authorities in England- a Practitioners' Guide to Proper Practices,** can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2020/21

Congleton Town Council

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**During** the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	/		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	/		
c. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	/		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	/		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	/		
E Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	/		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	/		
H. Asset and investments registers were complete and accurate and properly maintained.	/		
I. Periodic bank account reconciliations were properly carried out during the year.	/		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	/		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 20/19/20 AGAR tick "not covered")			
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities,			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced /Jy 1/Je notice publis/1ed on /he website and/or ,w/horily approved minutes confirming /he dates set).	/		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR /-age 1 Guidance Notes).	/		

**0. (For local councils only)**

Trust funds (including charitable) - The council met its responsibilities as a trustee.

Yes	No	Not appl
		✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

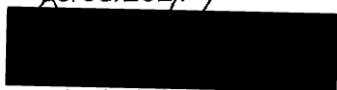
Date(s) internal audit undertaken

Name of person who carried out the internal audit

15/11/2020      21/02/2021

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit

05/05/2021  


Date

05/05/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 - Annual Governance Statement 2020/21

We acknowledge as the members of:

Congleton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

		<b>Agreed</b>		
		<b>Yes</b>	<b>No*</b>	<b>'Yes' means that this authority:</b>
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	./			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	./			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	./			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	./			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	./			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	./			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	./			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.		<b>Yes</b>	<b>No</b>	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			<b>N/A</b>	
			./	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2021

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)

## Section 2 -Accounting Statements 2020/21 for

### Congleton Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	807,075	887,968	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	884,152	923,674	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	550,602	607,528	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-706,581	-742,900	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	42,432	-21,778	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-604,848	-725,925	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	887,968	928,567	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	918,520	960,714	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,869,088	2,888,372	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	347,563	342,127	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions,

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

24/06/2021

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2021

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

**Congleton Town Council - Variance report 2020 21**

<b>Box 4</b>	<b>Staff Costs</b>	<b>2020</b>	<b>2021</b>	<b>Difference</b>	
	Padding Pool	13,760	0	-13,760	-100% Padding Pool closed due to Covid 19
	Town Hall	59,436	64,833	5,397	9%
	Admin	135,749	143,297	7,548	6%
	Civic	26,710	28,249	1,539	6%
	Comm dev	83,520	93,959	10,439	12% Staff regraded
	Streetscape	387,406	412,562	25,156	6%
<b>Annual Return Box 4</b>		<b>706,581</b>	<b>742,900</b>	<b>36,319</b>	<b>5%</b>
<b>Box 3</b>	<b>Total Other receipts</b>				
	Tourism	12,233	1,626	-10,607	-87% Income less
	Allotments	190	190	0	0%
	Covid 19	2,000	4,686	2,686	134% Specific grants for Covid projects
	Town Hall	110,717	66,359	-44,358	-40% Bookings cancelled due to covid
	Admin	5,440	2,839	-2,601	-48% less interest on investments
	Mayor fundraising	9,906	755	-9,151	-92% Mayor's fundraising events cancelled due to Covid
	Streetscape	379,120	519,259	140,139	37% ill health retirement insurance received
	Congleton Partnership (formerly MTI)	30,996	13,815	-17,181	-55% Partnership project to refurbish the Cenotaph carried out 19/20
<b>Annual Return Box 3</b>		<b>550,602</b>	<b>609,529</b>	<b>58,927</b>	<b>10%</b>
<b>Box 5</b>	<b>Loan interest/capital payments</b>	<b>42,432</b>	<b>21,778</b>	<b>-20,654</b>	<b>-95% C East loan fully paid - just PWLB loan</b>
<b>Box 6</b>	<b>Total Other payments</b>				
	Allotments	1,284	1,437	153	12% Maintenance on allotment ground
	Tourism	54,125	25,400	-28,725	-53% Fewer events due to Covid
	Town Hall	122,558	108,698	-13,860	-11% Fewer events so less expenditure
	Admin	12,133	16,907	4,774	39% Increase in legal & professional fees, IT costs, subscriptions & publications
	Crime reduction	42,780	34,460	-8,320	-19% PCSO refund
	capital	24,002	30,880	6,878	29% More capital purchases in 20/21
	Civic	26,022	17,289	-8,733	-34% Fewer civic events due to Covid 19
	Covid 19	0	18,530	18,530	#DIV/0! expenditure in support of Covid projects
	Grants GPOC	55,398	41,543	-13,855	-25% Fewer grants awarded
	Mayor fundraising	9,906	755	-9,151	-92% Fewer Mayoral fundraising events due to Covid
	MTI - Congleton Partnership	61,236	119,653	58,417	95% Congleton Partnership Project Cenotaph renovation
	Neighbourhood Plan	7,657	2,640	-5,017	-66% Less consultancy fees for 2019/20
	Community Development	11,701	11,758	57	0%
	Fellowship House/Luncheon club	6,705	3,549	-3,156	-47% luncheon club closed due to Covid 19
	Streetscape/Cenotaph	169,343	292,424	123,081	73% Ill health retirement costs paid (contra with insurance income)
<b>Annual Return Box 6</b>		<b>604,850</b>	<b>725,925</b>	<b>121,075</b>	<b>20%</b>

	<u>2020</u>	<u>2021</u>	<u>Difference</u>	
<b>Diff between Annual Return boxes 7 &amp; 8</b>				
<b>Balance box 7</b>	887968	928,567	40,599	5%
plus Trade Creditors	11162	21,958	10,796	97% more trade creditors
Accruals	25026	14,445	-10,581	-42% more accruals (invoices not received by end March)
Accrued Loan interest	0	0	0	#DIV/0!
PAYE/NI due	10265	11,959	1,694	17%
Creditor Mayor's Charity	5634	5,789	155	3%
Security deposit	4500	4,500	0	0% Security deposit from the Commercial Partner
less Trade Debtors	-13741	-28,483	-14,742	107% more trade debtors
VAT payable	-10664	3,040	13,704	-129% VAT payable
Prepayments	-600	-395	205	-34%
Accrued interest	-1033	-667	366	-35% Interest accrued on 1 year fixed interest a/c
Roundings	3	1	-2	-67%
<b>Balance box 8</b>	<u>918,520</u>	<u>960,714</u>	<u>42,194</u>	4%

**Box 9 Total Fixed Assets**

Freehold Land and Buildings	2,238,569	2,236,120	-2,449	0%
Leasehold Land and Buildings	95,000	95,000	0	0%
Vehicles and Equipment	294,574	316,307	21,733	7%
Infrastructure Assets	90,549	90,549	0	0%
Community Assets	150,396	150,396	0	0%
<b>Annual Return Box 9</b>	<u>2,869,088</u>	<u>2,888,372</u>	<u>19,284</u>	1%

**Box 10 Total Borrowings**

PWLB	<u>347,563</u>	<u>342,127</u>	<u>-5,436</u>	-2%
	<u>347,563</u>	<u>342,127</u>	<u>-5,436</u>	-2%



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	10 <sup>th</sup> June 2021 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	<b>Support Manager Responsible Financial Officer</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>16 Internal Audit</b>		
<b>Background</b>	<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 these audit arrangements, the Internal Auditor has a duty to complete the internal audit report in the Council’s Annual Return (AGAR), which covers the basic financial systems, activities, operating procedures and requires assurances in separate areas.</p> <p>Currently the Internal Auditor completes three internal audits per year, focusing on different aspects of Council operations at each visit.</p>		
<b>Proposal</b>	<p>In April 2021 Congleton Town Council took over running the Information Centre from Cheshire East Council. This has a team of 4 part-time staff, stock for the shop and cash and credit card payments. Also a new RFO will be taking over from July 2021. After discussions with the Internal Auditor as the last visit it is recommended that an extra audit be undertaken for 2021/22 which can be reviewed when reappointing the Internal Auditor for 2022/23.</p>		
<b>Finance</b>	<p>The cost for an extra internal audit will be £445. The annual cost for 4 visits will be £1,780.</p>		
<b>Decision Requested</b>	<p>That the Finance and Policy Committee resolve to approve Accounting Solutions providing an extra internal audit for the financial year 2021-22</p>		