



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

22nd July 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 29th July 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 10th June 2021 and the Emergency meeting held on 1st July 2021.](#)



Congleton
beartown
where friends are made

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

Tel: **01260 270350**

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



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

To receive a statement showing the current position as at 30th June 2021.

8. New Applications for Financial Assistance (Enclosed)

- **[Grant ref GR05/2122 – Congleton Live Community Interest Company Ltd \(Congleton Jazz and Blues Festival\)](#)**

9. [Previous Grant Applicants Communication](#) (Enclosed)

To approve the continued allocation of funds for the 2 previous grant approvals.

10. Regeneration Working Group

To receive a verbal update from the Regeneration Working Group.

11. Management accounts (Enclosed)

To [receive and consider the Management Accounts to 31st May 2021.](#)

12. Bank Reconciliation (Enclosed)

To [receive and consider the Bank Reconciliation as at 30th June 2021.](#)

13. Savings Account Balances (Enclosed)

To receive and consider the [Savings Account balances as at 30th June 2021](#).

14. List of Payments (Enclosed)

To receive and approve the [Payments lists between 1st May and 30th June 2021](#).

15. Internal Audit Report (Final Update) (Enclosed)

To receive the final internal audit report 20/21 from Auditing Solutions Ltd which stated that there were no issues identified.

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 10th June 2021

****Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee on 29th July 2021**

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 10th June 2021](#)

PRESENT Committee members:

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

Non-committee member: Cllr Amanda Martin

Also present: CTC Officers David McGifford (Chief Officer) and Jackie Potts (RFO)
1 member of the press, 3 members of the public.

1. Apologies

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

Apologies were received from Committee members Councillors Akers Smith and Duffy and non-Committee member Cllr Wesley.

2. Minutes of Previous Meetings

FAP/01/2122 RESOLVED to approve the [minutes of the meeting held on 25th March 2021](#).

3. Declarations of Interest

Cllrs Brown, Hayes, and Moreton declared a non-pecuniary interest on any matters relating to Cheshire East Council.

Cllr Hayes declared a non-pecuniary interest in item 7 as a director of East Cheshire Chamber of Commerce.

Cllr Brown declared a non-pecuniary interest in item 9 (i) Congleton Bath House and Physic Garden.

Cllr Martin declared a non-pecuniary interest in item 9(iii) as a member of New Life Church

4. Outstanding Actions

There were no outstanding actions from previous meetings.

5. Questions from Members of the Public

There were no questions from members of the public.

6. Urgent Items

It was requested that a review of the grants policy be added to the agenda of the next meeting for the committee to discuss.

7. Regeneration Working Group

FAP/02/2122 RESOLVED to receive a verbal update from the Regeneration Working Group.

8. Grant Approvals and Commitments 2021/22

FAP/03/2122 RESOLVED to receive a statement showing the current position as at 1st April 2021. It was noted that although not shown on the statement, the Daneside Theatre had received their grant in April 2021.

9. New Applications for Financial Assistance

FAP/04/2122 RESOLVED to award the following grants:

- **Grant ref GR01/2122 – Congleton Bath House & Physic Garden £150**
- **Grant ref GR02/2122 – Congleton Harriers - £705**
- **Grant ref GR03/2122 – New Life Church - £200**
- **Grant ref GR04/2122 – Congleton Pub Watch – to support the purchase of anti-drug equipment up to the value of £399.75**

10. New Grant Activities Monitoring Forms

FAP/05/2122 RESOLVED to receive the following:

1. Grant Activities Monitoring form from Clonter Farm Music Trust.
2. Correspondence from Congleton Guides regarding grant money awarded to attend a jamboree in Poland in 2020 cancelled due to Covid 19. It was requested that they keep the grant towards another jamboree within the next 12 months and update the committee on progress throughout the year.

11. Management Accounts and Unaudited Financial Statements

FAP/06/2122 RESOLVED to receive and recommend that Council approve the Management Accounts and Unaudited Financial Statements for the Financial year to 31st March 2021.

12. Bank Reconciliation

FAP/07/2122 RESOLVED to receive the bank reconciliation as of 30th April 2021.

13. Savings Account Balances

FAP/08/2122 RESOLVED to receive the Savings Account balances as of 30th April 2021.

14. List of Payments

FAP/09/2122 RESOLVED to receive and approve the Payments lists between 1st March to 31st March and 1st April to 30th April 2021.

15. Fixed Asset Register and Inventory as at 31st March 2021

FAP/10/2122 RESOLVED to receive the Fixed Asset Register and Inventory as of 31st March 2021.

16. Annual Governance and Accountability Return (AGAR) 2020/21

FAP/11/2122 RESOLVED to receive and recommend that Council approve the AGAR for 2020/21.

17. Internal Audit

FAP/12/2122 RESOLVED to appoint Auditing Solutions to carry out an extra internal audit check so there will be 4 visits in the financial year 2021/22.

**Cllr Robert Douglas
Chair**

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 1st July 2021

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

PRESENT Committee members:

Cllr Russell Chadwick (Vice Chair)
Cllr Duncan Amies
Cllr David Brown
Cllr George Hayes
Cllr Rob Moreton
Cllr Jean Parry

Non-committee members: Cllr Suzy Firkin

Also present: Congleton Town Council Officers David McGifford (Chief Officer)

1. Apologies

Apologies were received from:

Committee members: Cllrs Robert Douglas, Suzie Akers Smith, Paul Duffy and James Smith

Ex-Officio members: Cllrs Denis Murphy and Margaret Gartside

2. Declarations of Interest

Cllrs Brown, Hayes, and Moreton declared a non-pecuniary interest on any matters relating to Cheshire East Council.

3. Outstanding Actions

There were no outstanding actions from previous meetings.

4. Questions from Members of the Public

There were no questions from members of the public.

5. Urgent Items

There were no urgent items raised at the meeting.

6. Resolution to Exclude the Public and Press from item 7

FAP/13/2122 RESOLVED to pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for Item 8 due to financial sensitivities.

7. Paddling Pool Operations

FAP/14/2122 RESOLVED to agree emergency expenditure to enable the Paddling Pool to become operational for the remainder of the 2021 season (subject to COVID restrictions).

**CLlr Russell Chadwick
(Vice Chair)**

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	
Totals						0.00	38,333.00	38,333.00	37,033.00	1,300.00	
	Ear marked reserve b/fwd										
	Budget 2021/22						£38,333				
	Total approved to date						£38,333				
	Total awaiting application						£0				

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		1,500.00	0.00	09/04/2021
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	
10/06/2021	Congleton Bath House & Physic Gardens	Signs and Leaflet storage	GR01/2122	Gpoc	FAP/04/2122		150.00		150.00	
10/06/2021	Congleton Harriers	Congleton Half Marathon: Medical services	GR02/2122	Gpoc	FAP/04/2122		705.00		705.00	
10/06/2021	New Life Church	Table Tennis facilities	GR03/2122	Gpoc	FAP/04/2122		200.00		200.00	
10/06/2021	Congleton Pub Watch	Drug detection equipment	GR04/2122	Gpoc	FAP/04/2122		399.75		399.75	
Totals						8354.00	5954.75	1500.00	12808.75	
	EMR b/fwd					£8,354.00				
	Budget 21/22					£19,500.00	£57,833.00	Total Grant budget		
	Total approved to date					£9,808.75				
	Total money still available for grants					£18,045.25				



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR05/2122
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1.1	Applicant(s):	[REDACTED]
1.2	Representing:	Congleton Live Community Interest Company Ltd A not for profit company run by volunteers, giving the original CJAB team a formal organisational structure
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	Congleton Jazz and Blues Festival
1.6	Project Objectives:	The aim of this project is to contribute to the sustainability of the town centre, and to provide a boost to the community of people in Congleton.
1.7	Brief Project Description:	<p>A music festival which encourages people, locally and regionally, to come into the town and sample what is on offer.</p> <p>This is our twelfth year and eleventh live festival, last year because of CV19 we held a virtual/online festival evidenced by film/video on our Facebook/YouTube. For this year 2021 we have planned approx 55 gigs in 15 venues, all styles of Jazz and Blues to cater for a wide audience and the Umbrella March along the High Street to kick the whole thing off. As long as government restrictions allow, and given that the venues feel able to take part, we would very much like to hold this event as a means to bring people into Town in what has in all previous years been a safe and supportive community event.</p>

1.8 **Details
accounts/budgets**

In summary if the festival meets all its income targets it will make a small profit of approx. £142 this year. We have reduced costs significantly to offset against a lower income from venues and advertising.
 The key costs are promotion cost of £3,265 (TABLE1), against a planned/budgeted income of £3,606 (TABLE2), detail provided below.
 Details of total project costs, £32,370 and how they are derived are given in the bottom table (TABLE 3)

TABLE 1				
Programmes	5000	£500	1	£500
A 5 Leaflets(see vc)	10000	£250	2	£500
A4 Leaflets	1000	£100	1	£100
Town Board posters		£60	1	£60
Chronicle Ad		£350	1	£350
Fullcolour posters		£50	1	£50
Op Expenses 1			1	£500
Op Expenses 2			1	£155
PLI(Showtime)		£300	0.5	£150
BAND top ups		£500	1	£500
Street Level Distn		200	1	£200
Band accom/pa		£200	1	£200
PROMOTION COSTS	TOTAL			£3,265

TABLE 2				
MWMF				£400
Council Grant				£750
Inclosure Trust				£400
Town Trust				£200
merchandise		275	0.75	£206
Barber		£200	1	£200
Beartown		£200	1	£200
TAB/NORRIS		£200	1	£200
SAS Dan		700	1	£700
Hammond M		350	1	£350
		£1,925	£7	£3,606
SPARE CASH IF ALL OUR MONEY COMES IN.....				£342
TABLE 3 PROMOTION COSTS				
				£3,265
BAND COST				£13,005
TOTAL FINANCIAL COSTS				£16,270
VALUE IN KIND				
Accountancy				£1,000
Legal				£500
Design				£1,500
VOLUNTEER EFFORT		DAYS	DAY RATE	
		131	£100	£13,100
TOTAL COSTS TO PUT ON FESTIVAL				£32,370

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£34,370
2.2	Total contribution sought:	£750
2.3	What will the money be spent on?	This vital contribution will go towards cost of promoting the festival.
2.4	Any ongoing costs:	<p><i>Website costs;</i> Hosting; £111.75 Domain Name; £18 <i>Office space;</i> Electric Picture House/office; £350 (Fees paid by local benefactor) <i>Insurance;</i> PLI (shared with Unplugged); £300 (half of this cost attributed to CJAB)</p>
2.5	Details of confirmed match funding include source Cash: £2,000 In kind: £10,400	<p>CONFIRMED MATCH FUNDING IN CASH Grant Funds £1050 Sponsors £ 950 TOTAL £2,000</p> <p>CONFIRMED MATCH FUNDING IN KIND 54 mandays donated effort so far; £5,400 of £13,100 (131 mandays) required. Accountancy Support £2000 + Legal Support £500 + Design Consultancy £2500 TOTAL £10,400</p>
2.6	Resources needed:	<ol style="list-style-type: none"> 1) Support for Umbrella March, and support for roadside promotion campaign. 2) Stewards for Community Stage at Bath House Physic Garden. 3) Production support for Community Stage
2.7	Estimated timescale of project from start to finish:	15 months.

Part 3: Potential Benefits / Outputs

3.1	<i>What are the potential benefits/outputs to residents of Congleton</i>	<ol style="list-style-type: none">1) An event accessible to all budgets. The event appeals to a wide cross section of the community whatever their circumstances. This offering is FREE ENTRY. We want a broad cross section of people to come into town and enjoy good value excellent entertainment.2) Community Spirit. The Town Centre location allows people to wander up and down High St and Lawton St and other locations close to town centre to sample music, bump into or meet friends, there is a buzz in town which feels like community spirit. The addition of the community stage increases and widens the age range of people we attract as we aim to make the event encourage older and younger people (and their carers/parents) to come in to town, we think this significantly increases the measure of community spirit.3) Sample the Town. The festival is an opportunity to see many venues/businesses in easy walking distance in a good light, for the benefit of a future visit at another time.4) A platform to discover music. An event that reflects an open accepting audience, an opportunity for young and older people to experience music that they may otherwise not have access to.5) An opportunity to showcase local talent alongside regional and nationally recognised artists. The festival programme gives local talent an opportunity to perform to a thriving and discerning
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		<p>audience alongside experienced and recognised regional and national artists.</p> <p>It will also be an opportunity for our audience to listen a style or type of music they may not normally have experienced.</p> <p>6) Benefit local creative community groups such as artistic venues alongside local businesses.</p> <p>Alongside local hospitality and hostelry businesses, other ventures hold events as a way of broadening their audience. We offer sponsorship within the festival programme to local businesses as an opportunity for them to extend their network of consumers.</p> <p>7) Promote tourism to the town.</p> <p>Our web based networking signposts local venues and staycations for regional visitors to the event. The overall impact is to generate a boost to the local economy at an otherwise quiet time of year.</p> <p>8) Give Congleton a national identity.</p> <p>The event already generates interest via its presence on the internet both website and social media. This allows the event to gain interest beyond the town and local regions and across the UK.</p> <p>9) Provide a boost to community spirit, especially as restrictions are lifted (hopefully).</p> <p>The festival will boost community spirit by offering a significant event in what has been a very challenging time for the people and businesses in town since March 2020. It is an event that the town's people will look forward to.</p> <p>Overall the event will contribute towards a community spirit based around the town and what it has to offer. The event will impact both participating and non-participating venues.</p>
3.2	<i>Are there similar services/projects provided in the area</i>	YES; the same team organises Congleton Unplugged, this runs at approximately the opposite end of the calendar year.

Part 4: Evaluation/Publicity

<p>4.1</p>	<p><i>How will the project be evaluated and who will carry out the evaluation?</i> ?</p>	<p>FORMAL Feedback is sought from the Venues and Public/Attendees formally. The team writes to venues for feedback, for the public/attendees the website has a feedback panel which encourages people to make comment.</p> <p>ADHOC Both venues and public/attendees provide adhoc feedback which is included in any assessment.</p> <p>OTHER avenues include;</p> <p>Asking the local police for their feedback on how they view the event. Asking artists for their view on the event and its operation.</p> <p>The input from these assessments is managed informally and will determine any further action required.</p>
<p>4.2</p>	<p><i>Describe how you will promote the Town Council in your project</i></p>	<p>The Town Council is billed prominently as a supporter of the festival alongside the Town Trust and Inclosure Trust in the festival programme.</p> <p>The team will keep abreast of HMGOV guidelines and advice with respect to COVID 19, we will continue to monitor for changes to lockdown measures that may impact the Festival. The team are working on special notes and measures we can use in publicity, that we may also hand on to venues and others to ensure anyone involved in working at or attending the festival is kept safe and aware as required.</p>

Signature:  Date: 10.6.2020

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

Congleton Jazz and Blues Application – June 2021

FINANCE STATEMENT

During 2020 the organisation of Congleton Jazz and Blues (and Unplugged) migrated from an informal voluntary organisation to a not for profit Ltd Community Interest Company limited by guarantee. The organisation is run by the same volunteer group, we hope the added formal organisational structure will give our current and future supporters more visibility of the operation of the organisation.

Due to what was essentially a year of inactivity last year due to CV19 and after migration to a CIC, we starting up the accounts from scratch. We have made a small directors loan of £1000 to the account to start the business operation off, the directors will review this position as necessary. With less than a year in operation, whilst essentially doing nothing in all that time we do not have any accounts as such to show here. If required we can provide a copy of our bank statement.

DOCUMENT END

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	29/07/2021 7.00PM	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – RFO		
AGENDA ITEM REPORT TITLE	9 Previous Grant Applicants Communication		
Background	To update the Finance and Policy Committee on previous Grant Approvals and Commitments		
Updates	<p>An update on two previous grant approvals, both projects have been delayed due to Covid-19 regulations.</p> <p><u>Congleton URC</u> Grant Approval date 12/09/2019 (FAP/13/1920) Purpose: Contribution towards new Kitchen Amount: £1,000</p> <p>Update: The Church has recently re-opened and they plan to continue with the development, but unfortunately have no time scale at present. The applicant has requested that this be fed back to the committee and to request whether the committee are happy to continue to allocate the funding or if they would prefer a new application once there is a definitive timescale.</p> <p><u>Home Start Cheshire</u> Grant Approval date 19/03/2020 (FAP62/1920) Purpose: Paediatric First Aid Courses Amount: £224.00</p> <p>Family groups are now recommencing, but the first aid courses are not expected to take place until September.</p>		
Decision Requested	To approve the continued allocation of funds for the 2 previous grant approvals.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	29/07/2021 7.00PM	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – RFO		
AGENDA ITEM REPORT TITLE	11 Management accounts to 31st May 2021		
Background	Variance analysis for the period 1 st April to 31 st May 2021 to accompany the attached spreadsheets.		
Updates	<p>These figures cover the period 1st April to 31st May 2021, which equates to 16.6% of the annual budget.</p> <p><u>Finance and Policy Committee</u></p> <p><u>Corporate Management</u> Currently at 15% expenditure. The first Precept payment has been received.</p> <ul style="list-style-type: none">• Telephone and Fax: Additional staff phones.• Subscriptions & Publications: Annual fees due early in the financial year. (Chalc and CVS)• Insurance: Annual charge posted in full.• Recruitment Advertising: Two advertisements for RFO role, this line is over budget.• HR&HS Support: Quarterly charge <p><u>Democratic/Civic</u> Currently at 13% expenditure. There have been no events so far this year.</p> <ul style="list-style-type: none">• Training/Conferences: SLIC course undertaken• Council Newsletter: Bear Necessities production and delivery <p><u>Grants</u> Currently 64% expenditure.</p> <p>£18045 remains available for the remainder of this financial year, this includes the £4500 set aside for subsidising local organisations. All but 2 of the annual Specific grants have been allocated.</p> <p><u>Community and Environment Committee</u> Currently at 8% expenditure</p>		

	<p><u>Town Hall, Assets and Services Committee</u> Currently at 14% net expenditure</p> <p>Paddling Pool- Currently closed, under budget.</p> <p>Town Hall – Income due to hiring of Grand Hall for Covid Vaccination role out.</p> <p>Congleton Information Centre- As this is a new cost centre, feedback will be provided over the financial year.</p> <p>Public Toilets- Market Street toilet closed May 2021, update will be provided of final costings, Princess Street cleaning costs will continue.</p> <p><u>Capital</u> Capital is shown to enable the management accounts to balance to the budget figure. No loan repayments made to date.</p> <p><u>Personal Committee</u> Staffing costs at 15%, in line with budget.</p>
Decision Requested	To receive the Management Accounts to 31 st May 2021

Congleton Town Council - Management Accounts - May 2021

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Finance and Policy Committee				
Corp Management				
Staff Costs (re-allocated)	24,194	165,881	141,687	15%
Travel	0	500	500	0%
Training / Conferences	325	3,000	2,675	11%
Rent Payable	2,836	17,017	14,181	17%
Miscellaneous Office Costs	128	1,660	1,532	8%
Telephone/Fax/Internet	255	920	665	28%
Postage	0	2,620	2,620	0%
Stationery & Printing	31	2,900	2,869	1%
Subscriptions & Publications	1,828	4,200	2,372	44%
Insurance	6,145	9,000	2,855	68%
Computer/IT Costs	2,836	13,130	10,294	22%
Photocopy Charges	0	2,300	2,300	0%
Recruitment Advertising	750	500	-250	150%
Other Advertising	70	300	230	23%
Bank Charges	148	1,000	852	15%
Audit Fees - External	0	2,000	2,000	0%
Audit Fees - Internal	0	1,335	1,335	0%
Accountancy Support	8	5,000	4,992	0%
Legal & Professional fees	35	6,900	6,865	1%
HR & H&S support	885	4,500	3,615	20%
Central Overheads reallocated	-13,583	-61,561	-47,978	22%
Corporate Management:-Expenditure	26,891	183,102	156,211	15%
Interest Receivable	-10	-1,500	-1,490.00	1%
Corporate Management :- Income	-10	-1,500	-1,490	1%
Net Expenditure over Income	26,881	181,602	154,721	15%
Civic				
Staff Costs (re-allocated)	4,884	30,392	25,508	16%
Training / Conferences	438	1,800	1,362	24%
Stationery & Printing	0	500	500	0%
Marketing/Promotions	30	1,000	970	3%
Council Newsletter	1,646	6,200	4,554	27%
Council Website	0	2,000	2,000	0%
Mayor's Allowance	0	3,000	3,000	0%
Members Expenses	0	200	200	0%
Civic Expenses	0	5,000	5,000	0%
Civic Regalia	0	250	250	0%
Hall & Room Hire	0	6,000	6,000	0%
Civic Artefacts and Treasures	0	500	500	0%
Central Overheads reallocated	572	2,593	2,021	22%
Civic:-Expenditure	7,570	59,435	51,865	13%
Grants <u>Grants</u>	36,878	57,833	20,955	64%
F&P Income - Expenditure Totals	71,329	298,870	227,541	24%
Community and Environment Committee				
212 Propagation Unit	0	1,000	1,000	0%
215 Floral Displays	750	12,250	11,500	6%
241 Allotments	0	1,250	1,250	0%
301 Congleton Partnership	5,926	35,554	29,628	17%
302 Community Development	17,724	117,351	99,627	15%
303 Crime Reduction/CCTV	0	48,650	48,650	0%
305 Christmas Fayre/lights	0	16,000	16,000	0%
310 Neighbourhood Plan	0	0	0	#DIV/0!
315 Covid 19	3,030	0	-3,030	#DIV/0!
Donations and transfer from Covid 19 EMR	-2,750	0	2,750	#DIV/0!
321 Tourism	654	5,000	4,346	13%
341 Youth and Young People	136	2,000	1,864	7%
351 Luncheon Club	1,200	9,000	7,800	13%
C,E &S Income - Net Expenditure Totals	19,994	248,055	228,061	8%
Town Hall, Assets and Services Committee				
	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget

<u>Paddling Pool</u>	<u>1,348</u>	<u>27,558</u>	<u>26,210</u>	5%
<u>Town Hall</u>				
Town Hall - Expenditure	28,083	203,450	175,367	14%
Town Hall - Income	-18,642	-117,600	-98,958	16%
Net Expenditure over Income	<u>9,441</u>	<u>85,850</u>	<u>76,409</u>	11%
<u>Congleton Information Centre</u>				
CEC Support Grant	-5,500	-33,000	-27,500	17%
Sales Income	-4,966	0	4,966	#DIV/0!
Expenditure	11,175	67,403	56,228	17%
Net Expenditure over income	<u>709</u>	<u>34,403</u>	<u>33,694</u>	2%
<u>Public Toilets</u>	<u>1,523</u>	<u>10,250</u>	<u>8,727</u>	15%
<u>Cenotaph</u>	<u>42</u>	<u>250</u>	<u>208</u>	17%
<u>Streetscape</u>				
Streetscape Expenditure	100,236	590,734	490,498	17%
Streetscape - Income CEC	-62,148	-372,702	-310,554	17%
Streetscape - External work income	-2,019	-15,000	-12,981	13%
Streetscape - Other	0	0	0	#DIV/0!
Streetscape - Misc Income	-150	-900	-750	17%
	<u>-64,317</u>	<u>-388,602</u>	<u>-324,285</u>	17%
Net Expenditure over Income	<u>35,919</u>	<u>202,132</u>	<u>166,213</u>	18%
<u>Town Hall, Assets and Services - Net Expenditure</u>	<u>48,982</u>	<u>360,443</u>	<u>311,461</u>	14%
<u>Capital</u>	<u>0</u>	<u>46,778</u>	<u>46,778</u>	0%
<u>Total Net Expenditure</u>	<u>140,305</u>	<u>954,146</u>	<u>813,841</u>	15%
Staff Costs	<u>131,847</u>	<u>887,343</u>	<u>755,496</u>	15%

Reserves as at 31/05/2021

General Reserve	226,244
Capital Equipment Fund	28,011
Capital Contingency Fund	439,730
EMR Elections	20,000
EMR Covid 19 Fund	15,575
EMR Crime Prevention/Traffic calming	7,357
EMR Business Recovery Fund	13,406
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	9,303
EMR Cenotaph	11,777
EMR Rotary Bonfire	5,000
EMR Civic	1,000
	<u>856,695</u>

**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - RBS Current/I Access Acct**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	30/06/2021	832	112,534.61
			<u>112,534.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			112,534.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			112,534.61
		Balance per Cash Book is :-	112,534.61
		Difference is :-	0.00

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy										
MEETING DATE AND TIME	29/07/2021 7.00PM	LOCATION	Congleton Town Hall								
REPORT FROM	Serena Van Schepdael – RFO										
AGENDA ITEM REPORT TITLE	13 Savings Account Balances										
Background	To inform the Finance and Policy Committee with the location and balances of the Council's savings and investments.										
Updates	<p><u>Congleton Town Council – Savings account balances</u></p> <p>Balances as at 30th June 2021</p> <table border="1"><tr><td>Business Reserve Account</td><td>£ 816,128.72</td></tr><tr><td>Cambridge and Counties 1 year fixed deposit</td><td>£ 150,000.00</td></tr><tr><td>CCLA Deposit</td><td>£ 150,000.00</td></tr><tr><td><u>Total</u></td><td><u>£1,116,128.72</u></td></tr></table>			Business Reserve Account	£ 816,128.72	Cambridge and Counties 1 year fixed deposit	£ 150,000.00	CCLA Deposit	£ 150,000.00	<u>Total</u>	<u>£1,116,128.72</u>
Business Reserve Account	£ 816,128.72										
Cambridge and Counties 1 year fixed deposit	£ 150,000.00										
CCLA Deposit	£ 150,000.00										
<u>Total</u>	<u>£1,116,128.72</u>										
Decision Requested	To receive the Savings Accounts balances to 30 th June 2021.										

Congleton Town Council
RBS Current/I Access Acct
List of Payments made between 01/05/2021 and 30/06/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/05/2021	Prism Solutions	dd	115.03		65743/12519/call charges
04/05/2021	Cheshire East Council	DD	2739		T Hall Business Rates
04/05/2021	Cheshire East Council	DD	216		Toilets Business Rates
06/05/2021	CTC	8964	155.62		Petty Cash
07/05/2021	BACS P/L Pymnt Page 2600	BACS Pymnt	7664.75		BACS P/L Pymnt Page 2600
11/05/2021	Purchase Power	dd	33.75		BI096029/12509/Printer RB
12/05/2021	ICO	DD	35		Data protection annual fee
12/05/2021	HM Revenue & Customs PAYE	DD	3039.68		VAT
14/05/2021	BACS P/L Pymnt Page 2603	BACS Pymnt	1671.02		BACS P/L Pymnt Page 2603
17/05/2021	Bankline	BACS	70.7		Bank charges
18/05/2021	CTC	BACS	66264.29		payroll
21/05/2021	BACS P/L Pymnt Page 2606	BACS Pymnt	15555.64		BACS P/L Pymnt Page 2606
21/05/2021	West Mercia Energy	dd	5199.09		11102215/12559/P toilet elec
21/05/2021	Bank charges	BACS	9.61		bank charges
24/05/2021	EE Ltd	DD	149.36		01287145224/12586/call chrg
25/05/2021	Prism Solutions	dd	1646.28		140193/12627/IT support
27/05/2021	West Mercia Energy	dD	27.16		11103669/12554/cenotaph elec
28/05/2021	BACS P/L Pymnt Page 2613	BACS Pymnt	22943.63		BACS P/L Pymnt Page 2613
28/05/2021	Suez Recycling and Recovery UK	DD	278.46		32269010/12566/waste recycling
28/05/2021	RBS Credit Card	dd	1707.23		030521/12656/various
01/06/2021	Prism Solutions	dd	116.77		65882/12605/call charges
01/06/2021	Cheshire East Council	DD	2739		T H business rates
01/06/2021	Cheshire East Council	DD	216		public toilet rates
04/06/2021	BACS P/L Pymnt Page 2618	BACS Pymnt	9510.04		BACS P/L Pymnt Page 2618
04/06/2021	BACS P/L Pymnt Page 2621	BACS Pymnt	408		BACS P/L Pymnt Page 2621
08/06/2021	Pitney Bowes Finance Ltd	DD	72		BL06218255/12711/equip rental
10/06/2021	British Telecom	Dd	45.47		Q084TE/12659/charges
15/06/2021	Bankline	BACS	66.3		Bank charges
18/06/2021	BACS P/L Pymnt Page 2625	BACS Pymnt	8998.91		BACS P/L Pymnt Page 2625
18/06/2021	West Mercia Energy	dd	31.38		11108846/12633/Cenotaph electr
18/06/2021	Bank charges	BACS	10.66		Bank charges
18/06/2021	CTC payroll	BACS	67753.93		CTC pqayroll
23/06/2021	EE Ltd	dd	145.36		01287175920/12695/call charges
24/06/2021	West Mercia Energy	DD	1417.48		11111092/12652/Town Hall Gas
25/06/2021	BACS P/L Pymnt Page 2628	BACS Pymnt	16835.24		BACS P/L Pymnt Page 2628
25/06/2021	New Life Church Grant	BACS	200		Grant - GR03/2122
25/06/2021	Prism Solutions	dd	1555.8		142474/12793/IT support
25/06/2021	J Oakes	BACS	132		Ticket refund
28/06/2021	West Mercia Energy	dD	1663.26		11111759/12734/P toilet elec
28/06/2021	RBS Credit Card	Dd	250.99		03062021/12759/Various
30/06/2021	Suez Recycling and Recovery UK	DD	278.46		32296812/12655/waste recyclin
30/06/2021	Cheshire East Council	8965	182.09		Petty Cash
		Total Payments	242150.44		

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALPHATYRES Alpha and Street Legal Tyres Ltd							
<i>14982/12535/tyre repairs</i>	30/04/2021	14982	1	18.00	0.00	18.00	0.00
Authorised: rb							
					0.00	18.00	
Above paid on 07/05/2021 by Online Payment Ref ALPHATYRES							
BESTCONNEX The Best Connection Group							
<i>3329254/12536/S scape temps</i>	30/04/2021	3329254	1	1,123.32	0.00	1,123.32	0.00
Authorised: rb							
					0.00	1,123.32	
Above paid on 07/05/2021 by Online Payment Ref BESTCONNEX							
CHUBB Chubb Fire & Security Ltd							
<i>8715203/12537/CCTV contract</i>	26/04/2021	8715203	1	390.64	0.00	390.64	0.00
Authorised: mjw							
					0.00	390.64	
Above paid on 07/05/2021 by Online Payment Ref CHUBB							
CONGGARDEN Congleton Garden Machinery Ltd							
<i>43133/12538/grease, chain oil</i>	27/04/2021	43133	1	107.44	0.00	107.44	0.00
Authorised: rb							
					0.00	107.44	
Above paid on 07/05/2021 by Online Payment Ref CONGGARDEN							
DCASSIST D C Assist Ltd							
<i>TH100/12540/Toilet cleaning</i>	30/04/2021	TH100	1	187.50	0.00	187.50	0.00
Authorised: mjw							
					0.00	187.50	
Above paid on 07/05/2021 by Online Payment Ref DCASSIST							
DCKB DCK Accounting Solutions Ltd							
<i>TPC9618/12541/Year End Closedo</i>	29/04/2021	TPC9618	1	1,509.84	0.00	1,509.84	0.00
Authorised: jp							
					0.00	1,509.84	
Above paid on 07/05/2021 by Online Payment Ref DCKB							

Continued over page

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GARTEC Gartec Limited							
<i>S013343/12542/Museum lift</i>	20/04/2021	S013343	1	454.80	0.00	454.80	0.00
Authorised: rb							
					0.00	454.80	
Above paid on 07/05/2021 by Online Payment Ref GARTEC							
LAC LAC Autoparts							
<i>PB6153401/12543/bulbs for vans</i>	30/04/2021	PB6153401	1	16.98	0.00	16.98	0.00
Authorised: rb							
					0.00	16.98	
Above paid on 07/05/2021 by Online Payment Ref LAC							
LANDSCAPE Landscape Supply Company							
<i>99742/12544/S scape PPE</i>	30/04/2021	99742	1	29.84	0.00	29.84	0.00
Authorised: rb							
<i>99743/12545/visors</i>	30/04/2021	99743	1	20.22	0.00	20.22	0.00
Authorised: rb							
					0.00	50.06	
Above paid on 07/05/2021 by Online Payment Ref LANDSCAPE							
MUSEUM Congleton Museum							
<i>SI782/12539/History Books</i>	29/04/2021	SI782	1	134.25	0.00	134.25	0.00
Authorised: cs							
					0.00	134.25	
Above paid on 07/05/2021 by Online Payment Ref MUSEUM							
PORTERS Porters Service Station Ltd							
<i>00000420/12560/vehicle fuel</i>	30/04/2021	00000420	1	1,511.15	0.00	1,511.15	0.00
Authorised: rb							
					0.00	1,511.15	
Above paid on 07/05/2021 by Online Payment Ref PORTERS							

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Company Limited							
<i>66308/12546/cleaning products</i> Authorised: rb	19/04/2021	66308	1	744.46	0.00	744.46	0.00
					0.00	744.46	
Above paid on 07/05/2021 by Online Payment Ref TALKECHEM							
THREADFAST Threadfast Engineers 1984 Ltd							
<i>SIN109561/12547/spanner set</i> Authorised: rb	28/04/2021	SIN109561	1	77.32	0.00	77.32	0.00
					0.00	77.32	
Above paid on 07/05/2021 by Online Payment Ref THREADFAST							
VIBRANT Vibrant Graphics Ltd							
<i>029819/12548/Bear Necessities</i> Authorised: jm	28/04/2021	029819	1	1,166.00	0.00	1,166.00	0.00
					0.00	1,166.00	
Above paid on 07/05/2021 by Online Payment Ref VIBRANT							
WATERPLUS3 Water Plus Ltd							
<i>06258220/12549/public toilet</i> Authorised: mjw	20/02/2021	06258220	1	142.33	0.00	142.33	0.00
					0.00	142.33	
Above paid on 07/05/2021 by Online Payment Ref WATERPLUS3							
WHITEHURST Whitehursts Agricultural & Builders							
<i>19693/12550/loppers</i> Authorised: rb	29/04/2021	19693	1	30.66	0.00	30.66	0.00
					0.00	30.66	
Above paid on 07/05/2021 by Online Payment Ref WHITEHURST							
Total Purchase Ledger Payments					0.00	7,664.75	

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CITRON Citron Hygiene UK Ltd							
CN30079687/12561/clinical wast Authorised: mjw	01/04/2021	CN30079687	1	131.86	0.00	131.86	0.00
CN30079688/12562/clinical wast Authorised: mjw	01/04/2021	CN30079688	1	84.44	0.00	84.44	0.00
					0.00	216.30	
Above paid on 14/05/2021 by Online Payment Ref CITRON							
DJM DJM Nurseries							
612126/12563/shrubs, bulbs Authorised: rb	15/03/2021	612126	1	153.40	0.00	153.40	0.00
					0.00	153.40	
Above paid on 14/05/2021 by Online Payment Ref DJM							
EE EE Ltd							
960486545/12565/phone s/s Authorised: jp	29/04/2021	960486545	1	548.40	0.00	548.40	0.00
960487427/12564/credit Authorised: jp	29/04/2021	960487427	1	-120.00	0.00	-120.00	0.00
					0.00	428.40	
Above paid on 14/05/2021 by Online Payment Ref EE							
TALKECHEM Talke Chemical Company Limited							
66309/12567/TH cleaning stock Authorised: mjw	27/04/2021	66309	1	242.78	0.00	242.78	0.00
66310/12568/PT cleaning stock Authorised: mjw	27/04/2021	66310	1	151.08	0.00	151.08	0.00
					0.00	393.86	
Above paid on 14/05/2021 by Online Payment Ref TALKECHEM							
TSELECT T & S Electrical Limited							
2296/12569/office lights Authorised: mjw	30/04/2021	2296	1	434.60	0.00	434.60	0.00
					0.00	434.60	
Above paid on 14/05/2021 by Online Payment Ref TSELECT							

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WATERLOGIC Waterlogic GB Ltd							
6189582/12570/drinking water Authorised: mjw	30/04/2021	6189582	1	44.46	0.00	44.46	0.00

0.00	44.46
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Above paid on 14/05/2021 by Online Payment Ref WATERLOGIC

Total Purchase Ledger Payments	0.00	1,671.02
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Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ADPROFILE A D Profile Ltd							
1010/12571/memory bear badges Authorised: jm	06/05/2021	1010	1	25.00	0.00	25.00	0.00
1017/12602/Logo design Authorised: jm	18/05/2021	1017	1	350.00	0.00	350.00	0.00
					0.00	375.00	
Above paid on 21/05/2021 by Online Payment Ref ADPROFILE							
AMERYS Amery's Garage Ltd							
AM23870/12572/light board Authorised: rb	06/05/2021	AM23870	1	309.60	0.00	309.60	0.00
AM23879/12573/tyre repair Authorised: rb	10/05/2021	AM23879	1	107.94	0.00	107.94	0.00
					0.00	417.54	
Above paid on 21/05/2021 by Online Payment Ref AMERYS							
ARCHER Archer Signs & Panels Ltd							
CH114496/12574/play area signs Authorised: rb	17/05/2021	CH114496	1	103.02	0.00	103.02	0.00
					0.00	103.02	
Above paid on 21/05/2021 by Online Payment Ref ARCHER							
AUDITING Auditing Solutions Ltd							
A6960/12575/Internal Audit Authorised: jp	05/05/2021	A6960	1	534.00	0.00	534.00	0.00
					0.00	534.00	
Above paid on 21/05/2021 by Online Payment Ref AUDITING							
BESTCONNEX The Best Connection Group							
3332548/12576/S scape temps Authorised: rb	07/05/2021	3332548	1	1,123.32	0.00	1,123.32	0.00
3335922/12577/S scape temps Authorised: rb	14/05/2021	3335922	1	1,123.32	0.00	1,123.32	0.00
					0.00	2,246.64	
Above paid on 21/05/2021 by Online Payment Ref BESTCONNEX							

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BYC British Youth Council							
M202134/12578/membership fee Authorised: lm	26/04/2021	M202134	1	70.00	0.00	70.00	0.00
					0.00	70.00	
Above paid on 21/05/2021 by Online Payment Ref BYC							
CHESH ELIT Cheshire Elite Laundry							
07517/12581/cleaning cloths Authorised: mjw	04/05/2021	07517	1	15.30	0.00	15.30	0.00
					0.00	15.30	
Above paid on 21/05/2021 by Online Payment Ref CHESHELIT							
CHESHEAST Cheshire East Council							
11700013566/12579car park Authorised: mh	04/05/2021	11700013566	1	226.00	0.00	226.00	0.00
11700013567/12580/car park Authorised: mh	04/05/2021	11700013567	1	226.00	0.00	226.00	0.00
11700013568/12585/stock trans Authorised: jp	04/05/2021	11700013568	1	2,468.57	0.00	2,468.57	0.00
					0.00	2,920.57	
Above paid on 21/05/2021 by Online Payment Ref CHESHEAST							
CHUBB Chubb Fire & Security Ltd							
8724074/12582/Service contract Authorised: mjw	06/05/2021	8724074	1	882.01	0.00	882.01	0.00
					0.00	882.01	
Above paid on 21/05/2021 by Online Payment Ref CHUBB							
CONGGARDEN Congleton Garden Machinery Ltd							
43438/12583/plug & filter Authorised: rb	07/05/2021	43438	1	13.12	0.00	13.12	0.00
					0.00	13.12	
Above paid on 21/05/2021 by Online Payment Ref CONGGARDEN							

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DUTTON S S M Dutton							
93/12584/S History Book Authorised: ji	05/05/2021	93	1	20.00	0.00	20.00	0.00
						0.00	20.00
Above paid on 21/05/2021 by Online Payment Ref DUTTONS							
FULL Full Media Ltd							
6109/12587/Books for CIC Authorised: ji	10/05/2021	6109	1	39.14	0.00	39.14	0.00
						0.00	39.14
Above paid on 21/05/2021 by Online Payment Ref FULL							
LANDSCAPE Landscape Supply Company							
99941/12590/shears etc Authorised: rb	12/05/2021	99941	1	67.15	0.00	67.15	0.00
99942/12588/S scape various Authorised: rb	12/05/2021	99942	1	216.98	0.00	216.98	0.00
99967/12589/Ear defenders Authorised: rb	12/05/2021	99967	1	22.63	0.00	22.63	0.00
100145/12603/strimmer cord etc Authorised: rb	19/05/2021	100145	1	234.44	0.00	234.44	0.00
100146/12604/grit bin recharge Authorised: rb	19/05/2021	100146	1	120.49	0.00	120.49	0.00
						0.00	661.69
Above paid on 21/05/2021 by Online Payment Ref LANDSCAPE							
LEAFLET The Leaflet Team							
TKD1538/12597/Dist Bear Necces Authorised: jm	09/04/2021	TKD1538	1	480.00	0.00	480.00	0.00
						0.00	480.00
Above paid on 21/05/2021 by Online Payment Ref LEAFLET							

Linked to Cashbook 1

Entered Month 2
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LITTLE Little Bun Designs Ltd							
319/12591/gifts Authorised: ji	13/05/2021	319	1	97.50	0.00	97.50	0.00
					<u>0.00</u>	<u>97.50</u>	
Above paid on 21/05/2021 by Online Payment Ref LITTLE							
M THOMPSON M Thompson Builders Ltd							
734/12598/TC brickwork repairs Authorised: mjw	03/05/2021	734	1	544.20	0.00	544.20	0.00
					<u>0.00</u>	<u>544.20</u>	
Above paid on 21/05/2021 by Online Payment Ref MTHOMPSON							
PME P M E Maintenance Ltd							
9712/12592/roof repair Authorised: mjw	01/05/2021	9712	1	720.00	0.00	720.00	0.00
					<u>0.00</u>	<u>720.00</u>	
Above paid on 21/05/2021 by Online Payment Ref PME							
RVW RVW Pugh Ltd							
209752/12593/mower repairs Authorised: rb	30/04/2021	209752	1	116.65	0.00	116.65	0.00
00149376/12594/cement/sand etc Authorised: rb	08/05/2021	00149376	1	57.30	0.00	57.30	0.00
CREDIT/12609/wrong account Authorised: st	08/05/2021	CREDIT	1	-57.30	0.00	-57.30	0.00
					<u>0.00</u>	<u>116.65</u>	
Above paid on 21/05/2021 by Online Payment Ref RVW							
SJS SJS Building Supplies Ltd							
00149376/12610/cement, slabs Authorised: rb	08/05/2021	00149376	1	57.30	0.00	57.30	0.00
					<u>0.00</u>	<u>57.30</u>	
Above paid on 21/05/2021 by Online Payment Ref SJS							

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Entered Month 2
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SMG SMG Consultancy							
21098/12595/Energy Cert Authorised: mjw	11/05/2021	21098	1	340.00	0.00	340.00	0.00
					0.00	340.00	
Above paid on 21/05/2021 by Online Payment Ref SMG							
ST St John's Community Centre							
202103/12606/meals on wheels Authorised: mjw	18/05/2021	202103	1	582.00	0.00	582.00	0.00
					0.00	582.00	
Above paid on 21/05/2021 by Online Payment Ref ST							
TAYLER Stuart Tayler Plumbing							
060521/12596/toilet repairs Authorised: mjw	06/05/2021	060521	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 21/05/2021 by Online Payment Ref TAYLER							
THOMSON Thomson Planning Partnership Ltd							
62/012/AT/016/12599/N/plan Authorised: dm	02/05/2021	62/012/AT/016	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 21/05/2021 by Online Payment Ref THOMSON							
WATER Water Plus Ltd							
06501760/12607/TH metered wate Authorised: jp	11/05/2021	06501760	1	557.35	0.00	557.35	0.00
					0.00	557.35	
Above paid on 21/05/2021 by Online Payment Ref WATER							
WATERPLUS2 Water Plus Ltd							
CRN01028406/12152/P Pool Authorised: jp	26/08/2020	CRN01028406	1	-127.41	0.00	-84.36	-43.05
06517413/12608/P pool water Authorised: jp	15/05/2021	06517413	1	84.36	0.00	84.36	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WESTWALLAS West Wallasey Contract Hire							
CH169149/12600/lease vans Authorised: rb	12/05/2021	CH169149	1	3,427.85	0.00	3,427.85	0.00
MC169157/12601/van repairs Authorised: rb	12/05/2021	MC169157	1	124.76	0.00	124.76	0.00
					0.00	3,552.61	
Above paid on 21/05/2021 by Online Payment Ref WESTWALLAS							
				Total Purchase Ledger Payments	0.00	15,555.64	

Linked to Cashbook 1

Entered Month 2
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BERISFORDS Berisfords Ltd							
351560/12616/ribbons Authorised: jm	19/05/2021	351560	1	36.00	0.00	36.00	0.00
					0.00	36.00	
Above paid on 28/05/2021 by Online Payment Ref BERISFORDS							
BESTCONNEX The Best Connection Group							
3339255/12611/S scape temps Authorised: rb	21/05/2021	3339255	1	1,123.32	0.00	1,123.32	0.00
					0.00	1,123.32	
Above paid on 28/05/2021 by Online Payment Ref BESTCONNEX							
BURGESSR Mrs R Burgess							
210521/12612/in bloom expenses Authorised: dm	21/05/2021	210521	1	87.86	0.00	87.86	0.00
					0.00	87.86	
Above paid on 28/05/2021 by Online Payment Ref BURGESSR							
CAVERN Cavern Protective Clothing							
18825/12613/S scape PPE Authorised: rb	14/05/2021	18825	1	69.60	0.00	69.60	0.00
18828/12614/s scape PPE Authorised: rb	19/05/2021	18828	1	114.24	0.00	114.24	0.00
					0.00	183.84	
Above paid on 28/05/2021 by Online Payment Ref CAVERN							
CHADWICK Mr R G Chadwick							
220521/12615/Book purchase Authorised: dm	22/05/2021	220521	1	12.55	0.00	12.55	0.00
					0.00	12.55	
Above paid on 28/05/2021 by Online Payment Ref CHADWICK							

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Entered Month 2
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CONGGARDEN Congleton Garden Machinery Ltd							
43240/12617/mower repairs Authorised: rb	30/04/2021	43240	1	123.14	0.00	123.14	0.00
43615/12618/plug & filter Authorised: rb	14/05/2021	43615	1	18.23	0.00	18.23	0.00
					0.00	141.37	
Above paid on 28/05/2021 by Online Payment Ref CONGGARDEN							
DCASSIST D C Assist Ltd							
TH101/12619/toilet cleaning Authorised: mjw	08/05/2021	TH101	1	187.50	0.00	187.50	0.00
TH102/12620/toilet cleaning Authorised: mjw	14/05/2021	TH102	1	187.50	0.00	187.50	0.00
TH103/12621/toilet cleaning Authorised: mjw	21/05/2021	TH103	1	187.50	0.00	187.50	0.00
					0.00	562.50	
Above paid on 28/05/2021 by Online Payment Ref DCASSIST							
DEPTFORD Andrew Deptford							
12994/12622/P ship defibs Authorised: ms	24/05/2021	12994	1	3,588.00	0.00	3,588.00	0.00
					0.00	3,588.00	
Above paid on 28/05/2021 by Online Payment Ref DEPTFORD							
LANDSCAPE Landscape Supply Company							
99863/12623/S scape PPE Authorised: rb	10/05/2021	99863	1	76.97	0.00	76.97	0.00
					0.00	76.97	
Above paid on 28/05/2021 by Online Payment Ref LANDSCAPE							
LAW Mr M J Law							
5344/12624/walking books TIC Authorised: cs	17/05/2021	5344	1	212.90	0.00	212.90	0.00
					0.00	212.90	
Above paid on 28/05/2021 by Online Payment Ref LAW							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MAC MAC Tool & Plant Hire Ltd							
9459/12625/spark plugs Authorised: rb	22/05/2021	9459	1	14.40	0.00	14.40	0.00
					0.00	14.40	
Above paid on 28/05/2021 by Online Payment Ref MAC							
PRI Prism Solutions							
141092/12626/Blue tooth point Authorised: rb	24/05/2021	141092	1	122.16	0.00	122.16	0.00
					0.00	122.16	
Above paid on 28/05/2021 by Online Payment Ref PRI							
SPIRAL Spiral Colour							
36215/12628/750yr banners Authorised: jm	21/05/2021	36215	1	286.80	0.00	286.80	0.00
					0.00	286.80	
Above paid on 28/05/2021 by Online Payment Ref SPIRAL							
TALKECHEM Talke Chemical Company Limited							
66313/12630/pool cleaning stoc Authorised: mjw	10/05/2021	66313	1	81.60	0.00	81.60	0.00
66312/12629/Pool chemicals Authorised: mjw	24/05/2021	66312	1	417.60	0.00	417.60	0.00
					0.00	499.20	
Above paid on 28/05/2021 by Online Payment Ref TALKECHEM							
THREADFAST Threadfast Engineers 1984 Ltd							
109858/12631/sledge hammer Authorised: rb	24/05/2021	109858	1	58.66	0.00	58.66	0.00
					0.00	58.66	
Above paid on 28/05/2021 by Online Payment Ref THREADFAST							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ZURICHMUN Zurich Municiple							
507122997/12634/Insurance Authorised: dm	21/05/2021	507122997	1	15,937.10	0.00	15,937.10	0.00

0.00	15,937.10

Above paid on 28/05/2021 by Online Payment Ref ZURICHMUN

0.00	22,943.63

Total Purchase Ledger Payments

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHESHEAST Cheshire East Council							
11700017961/12635/MM carpark Authorised: mh	25/05/2021	11700017961	1	226.00	0.00	226.00	0.00
					0.00	226.00	
Above paid on 04/06/2021 by Online Payment Ref CHESHEAST							
COSY Cosy Wren							
240521/12636/VIC produce Authorised: cs	24/05/2021	240521	1	32.00	0.00	32.00	0.00
					0.00	32.00	
Above paid on 04/06/2021 by Online Payment Ref COSY							
LAC LAC Autoparts							
6161771/12639/van bulbs Authorised: rb	26/05/2021	6161771	1	4.95	0.00	4.95	0.00
					0.00	4.95	
Above paid on 04/06/2021 by Online Payment Ref LAC							
LANDSCAPE Landscape Supply Company							
100384/12641/in bloom supp Authorised: rb	27/05/2021	100384	1	385.50	0.00	385.50	0.00
100468/12640/Landscape Supply Authorised: rb	28/05/2021	100468	1	62.32	0.00	62.32	0.00
					0.00	447.82	
Above paid on 04/06/2021 by Online Payment Ref LANDSCAPE							
LESHALMAN Les Halman Nurseries Ltd							
58663/12637/summer bedding Authorised: rb	20/04/2021	58663	1	6,566.80	0.00	6,566.80	0.00
59011/12638/summer bedding Authorised: rb	10/05/2021	59011	1	1,692.36	0.00	1,692.36	0.00
					0.00	8,259.16	
Above paid on 04/06/2021 by Online Payment Ref LESHALMAN							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LININGS Linings & Hoses Ltd							
CST260417/12642/hose Authorised: rb	06/05/2021	CST260417	1	2.82	0.00	2.82	0.00
CST261524/12643/brake cleaner Authorised: rb	28/05/2021	CST261524	1	18.00	0.00	18.00	0.00
					0.00	20.82	
Above paid on 04/06/2021 by Online Payment Ref LININGS							
LOMOND Lomond Books Ltd							
442226/12644/VIC books Authorised: cs	27/05/2021	442226	1	113.15	0.00	113.15	0.00
					0.00	113.15	
Above paid on 04/06/2021 by Online Payment Ref LOMOND							
MAXIGIENE Maxigiene Enviromental Services Ltd							
27235C/12645/legionella testin Authorised: mjw	25/05/2021	27235C	1	108.00	0.00	108.00	0.00
					0.00	108.00	
Above paid on 04/06/2021 by Online Payment Ref MAXIGIENE							
POPPY Poppy May							
227/12646/VIC gifts Authorised: cs	10/05/2021	227	1	28.80	0.00	28.80	0.00
					0.00	28.80	
Above paid on 04/06/2021 by Online Payment Ref POPPY							
TOP Top Nosh							
24/12647/gingerbread VIC Authorised: cs	26/05/2021	24	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 04/06/2021 by Online Payment Ref TOP							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WHITEHURST Whitehursts Agricultural & Builders							
19095/12648/bow saws, postcret Authorised: rb	06/04/2021	19095	1	58.04	0.00	58.04	0.00
19096/12649/nails, knee rail e Authorised: rb	06/04/2021	19096	1	85.50	0.00	85.50	0.00
19097/12650/log splitter etc Authorised: rb	06/04/2021	19097	1	79.20	0.00	79.20	0.00
					0.00	222.74	

Above paid on 04/06/2021 by Online Payment Ref WHITEHURST

WRIST Wristband Plus Ltd							
SI-182/12653/lanyards Authorised: mh	21/05/2021	SI-182	1	36.60	0.00	36.60	0.00
					0.00	36.60	

Above paid on 04/06/2021 by Online Payment Ref WRIST

Total Purchase Ledger Payments	0.00	9,510.04
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ROBERSON Roberson Stonecarving Ltd							
B0702/12654/Cleaning Treo Authorised: jm	26/05/2021	B0702	1	408.00	0.00	408.00	0.00

0.00	408.00
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Above paid on 04/06/2021 by Online Payment Ref ROBERSON

Total Purchase Ledger Payments	0.00	408.00
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALZHEIMERS Alzheimer's and Dementia Products Ltd							
A67357/12657/P/ship project Authorised: ms	17/05/2021	A67357	1	1,604.73	0.00	1,604.73	0.00
					0.00	1,604.73	
Above paid on 18/06/2021 by Online Payment Ref ALZHEIMERS							
BESTCONNEX The Best Connection Group							
3342658/12658/S/scape temps Authorised: rb	28/05/2021	3342658	1	1,123.32	0.00	1,123.32	0.00
					0.00	1,123.32	
Above paid on 18/06/2021 by Online Payment Ref BESTCONNEX							
DCASSIST D C Assist Ltd							
TH104/12660/toilet cleaning Authorised: mjw	28/05/2021	TH104	1	187.50	0.00	187.50	0.00
					0.00	187.50	
Above paid on 18/06/2021 by Online Payment Ref DCASSIST							
JAF JAF Graphics							
31376/12661/Bin stickers Authorised: rb	31/05/2021	31376	1	222.00	0.00	222.00	0.00
31383/12662/wildlife signs Authorised: rb	31/05/2021	31383	1	135.00	0.00	135.00	0.00
31384/12663/Blue hearts Authorised: rb	31/05/2021	31384	1	432.00	0.00	432.00	0.00
					0.00	789.00	
Above paid on 18/06/2021 by Online Payment Ref JAF							
KGLOACH K G Loach							
48486/12664/tools etc Authorised: rb	12/04/2021	48486	1	2,002.56	0.00	2,002.56	0.00
48733/12665/brackets etc Authorised: rb	22/04/2021	48733	1	507.00	0.00	507.00	0.00
48831/12666/compost Authorised: rb	27/04/2021	48831	1	28.08	0.00	28.08	0.00

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
49021/12667/Pruning saw Authorised: rb	06/05/2021	49021	1	17.52	0.00	17.52	0.00
49112/12668/wheelbarrows Authorised: rb	11/05/2021	49112	1	451.92	0.00	451.92	0.00
					0.00	3,007.08	

Above paid on 18/06/2021 by Online Payment Ref KGLOACH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PORTERS Porters Service Station Ltd 0000533/12669/vehicle fuel Authorised: rb	31/05/2021	0000533	1	817.16	0.00	817.16	0.00
					0.00	817.16	

Above paid on 18/06/2021 by Online Payment Ref PORTERS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RJSIGNS R J Signs and Graphics 15084/12670/window vinyls Authorised: jm	28/05/2021	15084	1	335.18	0.00	335.18	0.00
					0.00	335.18	

Above paid on 18/06/2021 by Online Payment Ref RJSIGNS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SFAT Staffordshire First Aid Training Ltd 423/12671/first aid course Authorised: MJW	25/05/2021	423	1	390.00	0.00	390.00	0.00
					0.00	390.00	

Above paid on 18/06/2021 by Online Payment Ref SFAT

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Company Limited 66315/12672/Green waste sacks Authorised: rb	27/05/2021	66315	1	384.00	0.00	384.00	0.00
					0.00	384.00	

Above paid on 18/06/2021 by Online Payment Ref TALKECHEM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOFT Daniel Toft 290521/12673/music in bloom Authorised: rb	29/05/2021	290521	1	60.00	0.00	60.00	0.00
					0.00	60.00	

Above paid on 18/06/2021 by Online Payment Ref TOFT

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WATERLOGIC Waterlogic GB Ltd							
6240805/12674/T H water Authorised: mjw	31/05/2021	6240805	1	150.06	0.00	150.06	0.00
					0.00	150.06	
Above paid on 18/06/2021 by Online Payment Ref WATERLOGIC							
WHITEHURST Whitehursts Agricultural & Builders							
18947/12675/P ship tree projec Authorised: ms	01/04/2021	18947	1	57.38	0.00	57.38	0.00
15592/12677/recharges Authorised: rb	06/04/2021	15592	1	34.20	0.00	34.20	0.00
19098/12676/recharges Authorised: rb	06/04/2021	19098	1	59.30	0.00	59.30	0.00
					0.00	150.88	
Above paid on 18/06/2021 by Online Payment Ref WHITEHURST							
Total Purchase Ledger Payments					0.00	8,998.91	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACL A C & L Training							
EFAW15621/12678/1st aid traini Authorised: mjw	15/06/2021	EFAW15621	1	320.00	0.00	320.00	0.00
					0.00	320.00	
Above paid on 25/06/2021 by Online Payment Ref ACL							
ATG ATG London Ltd							
SISTR34059/12728/Ticket sales Authorised: cs	24/04/2021	SISTR34059	1	89.79	0.00	89.79	0.00
SISTV33766/12729/ticket sales Authorised: cs	15/05/2021	SISTV33766	1	52.17	0.00	52.17	0.00
SISTR34063/12730/ticket sales Authorised: cs	29/05/2021	SISTR34063	1	88.92	0.00	88.92	0.00
					0.00	230.88	
Above paid on 25/06/2021 by Online Payment Ref ATG							
BEARVOICE Bear Town Voice Magazine							
BTV00511/12679/Quater pg adver Authorised: jm	26/04/2021	BTV00511	1	70.00	0.00	70.00	0.00
					0.00	70.00	
Above paid on 25/06/2021 by Online Payment Ref BEARVOICE							
BEES Bees for Us							
03062021/12710/Honey - CIC Authorised: cs	03/06/2021	03062021	1	96.00	0.00	96.00	0.00
					0.00	96.00	
Above paid on 25/06/2021 by Online Payment Ref BEES							
BESTCONNEX The Best Connection Group							
3346090/12680/S scape temps Authorised: rb	04/06/2021	3346090	1	1,123.32	0.00	1,123.32	0.00
3349487/12681/S scape temps Authorised: rb	11/06/2021	3349487	1	1,123.32	0.00	1,123.32	0.00
3352901/12682/S scape temp Authorised: rb	18/06/2021	3352901	1	925.98	0.00	925.98	0.00
					0.00	3,172.62	
Above paid on 25/06/2021 by Online Payment Ref BESTCONNEX							

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by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BOMFORD Bomford Office Products Ltd							
89210/12683/stationery Authorised: mh	10/06/2021	89210	1	75.96	0.00	75.96	0.00
					0.00	75.96	
Above paid on 25/06/2021 by Online Payment Ref BOMFORD							
CANDA Canda Copying Ltd							
424875/12685/B & W copying Authorised: jp	01/06/2021	424875	1	181.42	0.00	181.42	0.00
424876/12684/colour copying Authorised: jp	01/06/2021	424876	1	115.63	0.00	115.63	0.00
					0.00	297.05	
Above paid on 25/06/2021 by Online Payment Ref CANDA							
CANN Alison Cann							
201/12686/memory bears Authorised: jm	21/06/2021	201	1	140.00	0.00	140.00	0.00
					0.00	140.00	
Above paid on 25/06/2021 by Online Payment Ref CANN							
CAVERN Cavern Protective Clothing							
18835/12687/S scape PPE Authorised: rb	09/06/2021	18835	1	63.00	0.00	63.00	0.00
					0.00	63.00	
Above paid on 25/06/2021 by Online Payment Ref CAVERN							
CHUBB Chubb Fire & Security Ltd							
8801369/12690/annual contract Authorised: mjw	10/06/2021	8801369	1	1,059.74	0.00	1,059.74	0.00
					0.00	1,059.74	
Above paid on 25/06/2021 by Online Payment Ref CHUBB							

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by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CTM Cheshire Turf Machinery Ltd							
181550/12689/jockey wheel Authorised: rb	10/06/2021	181550	1	188.43	0.00	188.43	0.00
181756/12688/mower belt Authorised: rb	18/06/2021	181756	1	197.78	0.00	197.78	0.00
					0.00	386.21	
Above paid on 25/06/2021 by Online Payment Ref CTM							
DANESIDE Daneside Theatre							
07062021/12691/ticket sales Authorised: cs	08/06/2021	07062021	1	161.50	0.00	161.50	0.00
090621/12693/Ticket sales Authorised: cs	09/06/2021	090621	1	256.50	0.00	256.50	0.00
09062021/12692/ticket sales Authorised: cs	09/06/2021	09062021	1	123.50	0.00	123.50	0.00
					0.00	541.50	
Above paid on 25/06/2021 by Online Payment Ref DANESIDE							
DCASSIST D C Assist Ltd							
TH105/12694/toilet cleaning Authorised: mjw	04/06/2021	TH105	1	187.50	0.00	187.50	0.00
					0.00	187.50	
Above paid on 25/06/2021 by Online Payment Ref DCASSIST							
GREEN Green Contract Services Ltd							
42292/12696/asbestos removal Authorised: rb	01/06/2021	42292	1	678.00	0.00	678.00	0.00
					0.00	678.00	
Above paid on 25/06/2021 by Online Payment Ref GREEN							
KGLOACH K G Loach							
49557/12705/compost HAAA Authorised: rb	08/06/2021	49557	1	396.00	0.00	396.00	0.00
49558/12706/fertilizer etc Authorised: rb	08/06/2021	49558	1	487.80	0.00	487.80	0.00
					0.00	883.80	
Above paid on 25/06/2021 by Online Payment Ref KGLOACH							

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LAC LAC Autoparts							
LB616608/12698/seat cleaner Authorised: rb	08/06/2021	LB616608	1	16.97	0.00	16.97	0.00
					0.00	16.97	
Above paid on 25/06/2021 by Online Payment Ref LAC							
LANDSCAPE Landscape Supply Company							
100598/12701/S scape ppe etc Authorised: rb	04/06/2021	100598	1	146.01	0.00	146.01	0.00
100678/12702/inbloom equip Authorised: rb	07/06/2021	100678	1	457.56	0.00	457.56	0.00
100716/12700/S scape ppe etc Authorised: rb	08/06/2021	100716	1	126.31	0.00	126.31	0.00
100777/12699/s scape ppe Authorised: rb	11/06/2021	100777	1	86.48	0.00	86.48	0.00
					0.00	816.36	
Above paid on 25/06/2021 by Online Payment Ref LANDSCAPE							
LININGS Linings & Hoses Ltd							
CST262361/12703/mower parts Authorised: rb	17/06/2021	CST262361	1	48.65	0.00	48.65	0.00
					0.00	48.65	
Above paid on 25/06/2021 by Online Payment Ref LININGS							
LITTLE Little Bun Designs Ltd							
420/12704/fabric bookmarks Authorised: cs	15/06/2021	420	1	15.00	0.00	15.00	0.00
					0.00	15.00	
Above paid on 25/06/2021 by Online Payment Ref LITTLE							
MAC MAC Tool & Plant Hire Ltd							
9709/12707/parts for mower Authorised: rb	16/06/2021	9709	1	81.00	0.00	81.00	0.00
					0.00	81.00	
Above paid on 25/06/2021 by Online Payment Ref MAC							

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<hr/>							
NALC National Association of Local Councils							
1765810663/12708/webinar Authorised: mh	21/06/2021	1765810663	1	51.71	0.00	51.71	0.00
					0.00	51.71	
Above paid on 25/06/2021 by Online Payment Ref NALC							
<hr/>							
OAKWOOD Oakwood Books							
10638/12709/maps for CIC Authorised: cs	09/06/2021	10638	1	75.17	0.00	75.17	0.00
					0.00	75.17	
Above paid on 25/06/2021 by Online Payment Ref OAKWOOD							
<hr/>							
PITNEYFIN Pitney Bowes Finance Ltd							
BL06218256/12712/equip lease Authorised: jp	03/06/2021	BL06218256	1	12.71	0.00	12.71	0.00
					0.00	12.71	
Above paid on 25/06/2021 by Online Payment Ref PITNEYFIN							
<hr/>							
POOL Pool Tech Services Ltd							
4844/12713/media filter change Authorised: mjw	14/06/2021	4844	1	868.14	0.00	868.14	0.00
					0.00	868.14	
Above paid on 25/06/2021 by Online Payment Ref POOL							
<hr/>							
POPPY Poppy May							
230/12714/souvenirs - CIC Authorised: cs	10/06/2021	230	1	42.00	0.00	42.00	0.00
					0.00	42.00	
Above paid on 25/06/2021 by Online Payment Ref POPPY							
<hr/>							
RVW RVW Pugh Ltd							
210475/12717/repairs to mower Authorised: rb	09/06/2021	210475	1	156.79	0.00	156.79	0.00
					0.00	156.79	
Above paid on 25/06/2021 by Online Payment Ref RVW							

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SHRED IT Shred-it Ltd							
9504842597/12718/shredding ser Authorised: rb	17/06/2021	9504842597	1	138.05	0.00	138.05	0.00
					0.00	138.05	
Above paid on 25/06/2021 by Online Payment Ref SHREDIT							
TALKECHEM Talke Chemical Company Limited							
66317/12719/handtowels Authorised: rb	08/06/2021	66317	1	133.38	0.00	133.38	0.00
					0.00	133.38	
Above paid on 25/06/2021 by Online Payment Ref TALKECHEM							
TINGLE M Mike Tingle Educational Consultant							
110621/12720/Town Trails - CIC Authorised: ji	11/06/2021	110621	1	22.50	0.00	22.50	0.00
					0.00	22.50	
Above paid on 25/06/2021 by Online Payment Ref TINGLEM							
TOP Top Nosh							
27/12721/Gingerbread - CIC Authorised: ji	10/06/2021	27	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 25/06/2021 by Online Payment Ref TOP							
TSELECT T & S Electrical Limited							
2304/12722/disabled refuge sys Authorised: mjw	11/06/2021	2304	1	2,515.86	0.00	2,515.86	0.00
					0.00	2,515.86	
Above paid on 25/06/2021 by Online Payment Ref TSELECT							
WESTWALLAS West Wallasey Contract Hire							
CH180842/12723/lease vans Authorised: rb	08/06/2021	CH180842	1	3,427.85	0.00	3,427.85	0.00
MC183081/12724/van tyre Authorised: rb	18/06/2021	MC183081	1	144.84	0.00	144.84	0.00
					0.00	3,572.69	
Above paid on 25/06/2021 by Online Payment Ref WESTWALLAS							

Continued over page

Linked to Cashbook 1

Entered Month 3
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ZURICHMUN Zurich Municiple							
507741933/12727/extra insuranc Authorised: jm	18/06/2021	507741933	1	56.00	0.00	56.00	0.00

0.00 56.00

Above paid on 25/06/2021 by Online Payment Ref ZURICHMUN

Total Purchase Ledger Payments 0.00 16,835.24

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	29/07/2021 7.00PM	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – RFO		
AGENDA ITEM REPORT TITLE	15 Internal Audit Report for Year Ending 31st March 2021		
Background	To present to the Finance and Policy Committee the Final Internal Audit report for 2020-2021.		
Updates	<p><u>Congleton Town Council – Final Internal Audit report for 31st March 2021</u></p> <p>All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control.</p> <p>The attached report sets out the work undertaken by Audit Solutions Ltd throughout the 2020-2021 financial year and notes their conclusions.</p>		
Decision Requested	To receive the Internal Audit Report for Year Ending 31st March 2021.		

Congleton Town Council

Internal Audit Report 2020-21: Final update

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2020-21 financial year which was completed by 15th November 2020 and 21st February 2021 and 5th May 2021. Due to the impact of the Covid-19 pandemic, we have again undertaken our final review for the year remotely: we wish to thank the Responsible Finance Officer in assisting the process, providing all necessary documentation in electronic format to facilitate completion of our review for the year to date. We have, in the circumstances, reduced, in some areas, the volume of transactions examined, whilst still ensuring governance and financial controls remain effective.

Internal Audit Approach

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

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

Overall Conclusion

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

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

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2020-21 to the Statement of Accounts and AGAR for 2019-20 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April & October 2020 and January and a sample from March 2021;
- Checked and agreed for the same months, inter account "sweep" transfers between the current and high interest bank account; and
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks and bank accounts as at 31st January and 31st March 2021 to ensure that no long-standing payments or other anomalous entries exist.

Conclusions

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

Review of Corporate Governance

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

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

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

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

We have completed work in this area examining a sample of payments to 31st January 2021.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to March 2021, submitted to HMRC, with no issues arising.

Conclusions

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

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 20-21 was formally approved by Finance & Policy Committee in March 2021.

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

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

Conclusions

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

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

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

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

Conclusions

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

Review of Income

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

- At the interim update audit we reviewed the income generated in respect of the Town Hall Bookings and the invoicing of hire and their subsequent receipt. We are pleased to report that the process is well managed and that records are maintained in a satisfactory manner.
- Examined the "Aged debtors schedule" generated by the accounting software and have confirmed with the RFO regarding the records that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to March 2021 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

Conclusions

We are pleased to record that there are no significant issues in this area.

Petty Cash Account

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

We have not physically checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggested that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. We note that this has been undertaken and minuted at the Finance and Policy Committee meeting on 26th January 2021.

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

Conclusions

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

Review of Staff Salaries

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

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

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

Conclusions

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

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We will check and agree the principles used in the detail, as recorded in the Council's Asset Register using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets. This register is updated by DCK Accounting Solutions, their accountants and we will review this register along with the year-end figures.

Conclusion

No issues require formal comment or recommendation.

Investments & Loans

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

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

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

Conclusions

We are pleased to report that no issues have been identified in this area that warrants any further attention by officers or formal recommendation.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

As part of our year-end review we have checked the March 2020 cash books and nominal ledgers.

We have reviewed the accounts provided by DCK Accounting Solutions have concluded that the year-end figures produced are in accordance with statutory requirements.

We have also examined the Council's procedures and data in relation to the preparation of the year-end detailed accounts and Annual Governance and Accountability Return data and are satisfied that there are no issues arising.

Conclusions

No issues have arisen in this review area to date and on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.