



# Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

23<sup>rd</sup> September 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 30<sup>th</sup> September 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



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

Tel: **01260 270350**

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## **AGENDA**

### **1. Apologies for absence**

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

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

To approve and sign the [minutes of the Finance & Policy Committee held on 29<sup>th</sup> July 2021.](#)

### **3. Declarations of Interest**

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

### **4. Outstanding Actions**

To review any outstanding actions from previous meetings.

- 29<sup>th</sup> July 2021 – To review the Grants and Funding Policy – This item will be included on the agenda of the next Finance and Policy Committee in November 2021.

### **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 31<sup>st</sup> July 2021.

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

- Grant ref GR06/2122 – Heath View Garden Residents
- Grant ref GR07/2122 – The Green Tree House

**9. New Grant Activities Monitoring Forms**

To receive any New Grant Activities Monitoring forms.

**10. Review and Amendments to the Financial Regulations (Enclosed)**

To approve the updates to the Financial Regulations to recommend to Council on 21<sup>st</sup> October 2021 for inclusion in the Council's constitution.

**11. Artifacts and Treasures Revaluations (Enclosed)**

To receive the updated revaluations on the Council's Artifacts and Treasures.

**12. Notice of Conclusion of Audit for 2021 (Enclosed)**

To receive the final audit for year ending 31<sup>st</sup> March 2021 from the External Auditors and to recommend to Council on 21<sup>st</sup> October 2021 for approval.

**13. Bonfire and Fireworks Display (Enclosed)**

To approve to underwrite the insurance costs for the Annual Rotary Bonfire Display, and to recommend this to Council on 21<sup>st</sup> October 2021 that in the event of any losses Council approve the spend from Ear Marked Reserves of up to £5,000.

**14. First Floor Improvement Grant (Enclosed)**

To agree the proposal and approve a budget code for the First Floor Improvement Grant scheme, and in accordance with our Financial Regulations, to recommend this to Council on 21<sup>st</sup> October for approval.

**15. Direct Debit and BACS Approval (Enclosed)**

- 1) To note the Direct Debit list
- 2) To approve that Direct Debit payments continue for relevant suppliers
- 3) To approve that payments by BACS transfer to pay suppliers continues
- 4) In line with our Financial Regulations, recommend 1, 2 and 3 to Council on 21<sup>st</sup> October 2021 for approval.

**16. Management Accounts (Enclosed)**

To receive and consider the Management Accounts 31<sup>st</sup> July 2021.

**17. Bank Reconciliation (Enclosed)**

To receive and consider the bank reconciliation as at 31<sup>st</sup> July 2021.

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

To receive and consider the Savings Account balances as at 31<sup>st</sup> July 2021.

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

To receive and approve the Payments lists between 1<sup>st</sup> July and 31<sup>st</sup> July 2021.

**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 29<sup>th</sup> July 2021

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 29<sup>th</sup> July 2021](#)

PRESENT      Committee members:

	Cllr Robert Douglas (Chair)
	Cllr Russell Chadwick (Vice Chair)
	Cllr Jean Parry
	Cllr David Brown
<b>Ex Officio Member/s:</b>	Cllr Denis Murphy (Mayor)
<b>Non-committee member/s:</b>	Cllr Kay Wesley
<b>Also present:</b>	Congleton Town Council Officers:
	• David McGifford (Chief Officer)
	• Serena Van Schepdael (Responsible Financial Officer)

#### 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: Cllrs Suzanne Akers Smith, Duncan Amies, Paul Duffy, George Hayes  
Rob Moreton and James Smith

#### 2. Minutes of Previous Meetings

**FAP/15/2122 RESOLVED** to approve the [minutes of the Finance & Policy Committee held on 10<sup>th</sup> June 2021 and the Emergency meeting held on 1<sup>st</sup> July 2021.](#)

#### 3. Declarations of Interest

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

#### **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. Grant Approvals and Commitments 2021/22**

**FAP/16/2122 RESOLVED** to receive a statement showing the current position as at 30<sup>th</sup> June 2021, noting that as an update to the schedule the grant for New Life Church was paid in May 2021.

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

**FAP/17/2122 RESOLVED** to award the following grant:

- **Grant ref GR05/2122 – Congleton Live Community Interest Company Ltd (Congleton Jazz and Blues Festival)**  
£450.00 towards promotional materials for the festival.

#### **9. New Grant Activities Monitoring Forms and Communication**

**FAP/18/2122 RESOLVED** to receive the report and that a deadline of March 2022 be set for previous financial year applicants to submit information for payment of the grant.

#### **10. Regeneration Working Group**

**FAP/19/2122 RESOLVED** to receive the verbal update from the Regeneration Working Group. The update stated that the Working Group are working on a Grant Proposal to bring forward to the Finance and Policy Committee.

#### **11. Management accounts**

**FAP/20/2122 RESOLVED** to receive the Management Accounts to 31<sup>st</sup> May 2021.

#### **12. Bank Reconciliation**

**FAP/21/2122 RESOLVED** to receive the bank reconciliation as of 31<sup>st</sup> May 2021.

**13. Savings Account Balances**

**FAP/22/2122 RESOLVED to** receive the Savings Account balances as of 31<sup>st</sup> May 2021.

**14. List of Payments**

**FAP/23/2122 RESOLVED to** receive and approve the Payments lists between 1<sup>st</sup> April and 31<sup>st</sup> May 2021.

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

**FAP/24/2122 RESOLVED to** receive the final internal audit report 20/21 from Auditing Solutions Ltd which stated that there were no issues identified.

**Cllr Robert Douglas  
Chair**

# Agenda Item 7

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	0.00	20/08/2021
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	0.00	16/07/2021
10/06/2021	New Life Church	Table Tennis facilities	GR03/2122	Gpoc	FAP/04/2122		200.00	200.00	0.00	26/6/21
10/06/2021	Congleton Pub Watch	Drug detection equipment	GR04/2122	Gpoc	FAP/04/2122		399.75	322.44	77.31	03/07/2021
29/07/2021	Congleton Jazz and Blues Festival	Promotional materials	GR05/2122	Gpoc	FAP/18/2122		450.00		450.00	
Totals						8354.00	6404.75	3427.44	11331.31	
	EMR b/fwd					£8,354.00				
	Budget 21/22					£19,500.00				
	Total approved to date					£14,758.75				
	Total money still available for grants					£13,095.25				



			<b>Congleton Town Grant Commitments</b>								
		<b>Specific Budgets</b>									
<b>Date Grant Approved</b>	<b>To</b>	<b>For</b>	<b>Grant Ref</b>	<b>Section</b>	<b>Minute Referen</b>	<b>EMR b/fwd</b>	<b>Budget</b>	<b>Approved 20/21</b>	<b>Paid £</b>	<b>Outstandi</b>	<b>Date Paid</b>
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	
	<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 Council

### Application for Financial Assistance

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

Application Reference Number (office use only)	GR06/2122
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1.1	<b>Applicant(s):</b>	John Atherton
1.2	<b>Representing:</b>	Heath View residents
1.3	<b>Email Address:</b>	I have no email address but you can Email [REDACTED] if you need to contact by email as Tianna will pass on any info needed
1.4	<b>Tel No.</b>	[REDACTED]
1.5	<b>Project Title:</b>	Heath View garden planting project
1.6	<b>Project Objectives:</b>	To get plants and seeds and bulbs and compost for Heath View garden
1.7	<b>Brief Project Description:</b>	The residents in the past have had to buy all the plants and bulbs and seeds and compost themselves, so some funding to assist with these costs would be greatly appreciated.
1.8	<b>Details accounts/budgets</b>	

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

2.1	<b>Total Cost of Project:</b>	£250
2.2	<b>Total contribution sought:</b>	£250
2.3	<b>What will the money be spent on?</b>	Plants, seeds, pots, compost, wood to make raised beds and shelves for green house.

2.4	<b>Any ongoing costs:</b>	
2.5	<b>Details of <i>confirmed</i> match funding include source</b> Cash:  In kind:	
2.6	<b>Resources needed:</b>	
2.7	<b>Estimated timescale of project from start to finish:</b>	aug 21-aug 22

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	The residents love the garden at Heath View. It has been something to focus on during the pandemic when they could not socialise indoors and they were bored and stressed by the effects of the pandemic. It is good exercise for them to get out in the fresh air, good for mind and body
3.2	<b>Are there similar services/projects provided in the area</b>	Not that I know of.

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	Congleton I Bloom can come and take pictures of what the residents are doing in the garden. We hope to involve local school children.
4.2	<b>Describe how you will promote the Town Council in your project</b>	We will explain to everyone who visits that CTC has provided funding for plants and bulbs to make the garden nice for residents to work in the garden and sit in it

Signature: J Atherton

Date: 17/8/21

(Resident of Heath View and garden lover)

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)	GR07/2122
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1.1	<b>Applicant(s):</b>	Amanda Beech
1.2	<b>Representing:</b>	The Green Tree House
1.3	<b>Email Address:</b>	tgthfoodclub@gmail.com
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Congleton Green Tree House Social Supermarket
1.6	<b>Project Objectives:</b>	<p>The Green Tree House's aims are:</p> <p>To act as a resource for children, young people and their families and carers who need such a resource by reason of their youth, disability, financial hardship or social circumstance within Biddulph and Congleton Town and surrounding areas. With the object of improving their condition of life.</p> <ul style="list-style-type: none"><li>• To provide advice and assistance and organise programmes of recreational, social, leisure, physical, educational, and other activities as a means to:</li><li>• Advancing in life and helping children develop their skills, capacities and capabilities.</li><li>• Advancing education</li><li>• Providing recreational, physical, leisure activities in the interest of social welfare.</li></ul>
1.7	<b>Brief Project Description:</b>	<p>The Green Tree House (TGTH) uses a holistic approach to people's well-being with a dual focus improving peoples physical and mental health. We support people who are struggling socially, emotionally, and financially, through community activities.</p> <p>TGTH social supermarket supports people with access to healthy food that they can afford each week. We are addressing some of the basics of what people need food, shelter, attention, and interaction, encouraging them to be in</p>

		<p>a better position to help themselves.</p> <p>We have been running The Green House Tree House in Biddulph for five years. We were aware that 42 of our customers travelling to Biddulph had CW12 postcodes and that there was a need for a similar service in Congleton so looked to set up a branch in Congleton to make life easier for people to use the service.</p> <p>The LOL foundation offered us some free space in their property in Lawton Street so that we can start a Social Supermarket as soon as possible. With this help we aim to open on the 1<sup>st</sup> October. We will use volunteers to staff the 'shop' on Wednesday and Friday from 10am – 2pm and people will be able to purchase 10 items for £4.50, 20 items for £9 or 30 items for £13.50.</p> <p>We have also been commissioned by Cheshire East Council to provide the out-of-hours emergency food cover for people referred through People Helping People.</p>
1.8	<b>Details accounts/budgets</b>	See attached accounts

## Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	<p>All funds raised are ploughed back into the charity. Currently we have been offered free accommodation and all time is given for free. Our expenditure is spent on purchasing food from Fare Share and other suppliers –usually at a discounted rate, volunteer fuel expenses, marketing, contribution to utilities and insurance</p> <p>Based on our experience from Biddulph we anticipate that the cost of running the operation for a year will be £13,000 if no rental costs.</p>
2.2	<b>Total contribution sought:</b>	<p>We would be grateful for any funds that the Town Council can offer. We are applying to other grant making bodies. £1000 would cover costs for 4 weeks. £2,000 for 8 weeks assuming that the take up is similar to Biddulph.</p>
2.3	<b>What will the money be spent on?</b>	<p>The funds will be spent on buying subsidised stock for the social supermarket.</p>



		<p>Also with advertised costs of 10 items for £4.50 they can enter the shop with confidence knowing that they can get a variety of quality branded food for themselves and/or family.</p> <p>This project also helps to ensure that food doesn't go to waste as we have contracts in place with the local supermarkets.</p> <p>People do not need a referral to use the service. Just show their postcode.</p>
3.2	<b><i>Are there similar services/projects provided in the area</i></b>	<p>In Congleton there is a local food bank at The New Life Church which takes referrals for people requiring its food.</p> <p>Both parties believe the two ventures can work together for the benefit of Congleton</p>

#### **Part 4: Evaluation/Publicity**

4.1	<b><i>How will the project be evaluated and who will carry out the evaluation?</i></b>	We will have feedback monitoring forms to evaluate how the project is going, how we can improve things etc
4.2	<b><i>Describe how you will promote the Town Council in your project</i></b>	We have over 1500 followers on our Facebook page and we promote on there daily. We will use the Town Council logo on any publications we use and in all press releases.

Signature:      Amanda Beech      Date: 23/09/2021

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

**Green Tree House**  
(Registered charity, 1090871)  
**Financial Statements**  
**For the year ended 31 July 2020**

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**Green Tree House  
Administrative Details  
for year ended 31 July 2020**

**Full name** Green Tree House

**Registered charity number** 1157178

**Company Number** CE001976

**Principal address**

72 High Street  
Biddulph  
Stoke-on-Trent  
ST8 6AS

**Trustees**

Amanda Beech	Chair
Kathleen Wilshaw	
Patricia Eggington	
Carole Walker	Treasurer
Helen Mavin	

**Bankers** Natwest

**Independent examiner**

Daryl Denson ACMA  
Employee of VAST  
The Dudson Centre  
Hope Street  
Hanley  
ST1 5DD

**Green Tree House  
Trustees Report  
for the year ended 31 July 2020**

**Structure, Governance and Management**

**Nature of governing document**

The organisation was registered as a Charitable Incorporated Organisation (CIO) on 23 May 2014.

**Aims and objectives**

To further or benefit the residents of Biddulph and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power: to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

**Summary of the main activities undertaken for the public benefit**

To act as a resource for children, young people and their families and carers who are in need of such a resource by reason of their youth, disability, financial hardship or social circumstances within Biddulph town and surrounding areas.

**Public Benefit**

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit and have had regard to it in their administration of the Charity.

**Use of volunteers**

Our volunteers are amazing, most have been with us from the start.

**Summary of the main achievements during the year**

The Green Tree House ran a community café. We organised activities such as carers groups, Rethink mental health, Young Minds, art and crafts activities, bingo, affordable meals and free school meals in holidays.

We liaise with all the schools at Christmas to identify children in hardship. We then use money we have raised to buy and supply Christmas gifts.

Since the Covid-19 pandemic we have opened a community food club. We have 256 members so far. The café has been closed since March 2020.

**The charity's policy on reserves**

The charity has implemented a policy to hold a level of reserves of approximately £2,000 to cover expenditure

The annual report was approved by the trustees of the charity on 12/3/21 and signed on its behalf by:

Signed .....

**Independent Examiner's Report to the trustees of  
Green Tree House  
for year ended 31 July 2020**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2020.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").


I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
.....  
Daryl Denson ACMA

VAST  
The Dudson Centre  
Hanley  
Stoke-on-Trent  
ST1 5DD

Date: 12/03/2021 .....

**Green Tree House**  
**Receipts & Payments Account**  
**for the year ended 31 July 2020**

		Unrestricted Funds	Restricted Funds	2019 £	2019 £
	<i>Notes</i>				
<b>Receipts</b>					
Grants	2	10,250	-	10,250	2,500
Sales		7,539	-	7,539	16,595
Donations		212	-	212	90
<b>Total receipts</b>		<b>18,001</b>	<b>-</b>	<b>18,001</b>	<b>19,185</b>
<b>Payments</b>					
Cost of Events		-	-	161	161
Printing and Stationery		-	-	40	40
Cafe Consumables		589	-	4,003	4,003
Leases and Contracts		1,163	-	2,939	2,939
Utilities		1,856	-	2,264	2,264
Miscellaneous		-	-	284	284
Rent		4,250	-	4,575	4,575
Waste disposal		669	-	-	-
Insurance		562	-	387	387
Licences		-	-	-	-
Professional Fees		-	-	178	178
Cleaning		314	-	118	118
Website costs		207	-	-	-
Volunteer Expenses		1,123	-	4,080	4,080
Subscriptions		219	-	-	-
Bank Charges		264	-	-	-
Repairs and Maintenance		-	-	-	438
<b>Total payments</b>		<b>11,216</b>	<b>-</b>	<b>19,029</b>	<b>19,467</b>
<b>Net receipts/(payments)</b>		<b>6,785</b>	<b>-</b>	<b>(1,028)</b>	<b>(282)</b>
Cash funds at start of this period		1,065	-	1,347	1,347
<b>Cash funds at end of this period</b>		<b>7,850</b>	<b>-</b>	<b>319</b>	<b>1,065</b>

**Green Tree House**  
**Statement of Assets and Liabilities**  
**at 31 July 2020**

**1. Receipts & payments accounts**

	2020	2019
	£	£
<b>Cash Assets</b>		
Bank accounts	7,850	1,065
	<u>7,850</u>	<u>1,065</u>

**2. Grants**

	2020	2019
	£	£
Grants		
High Sheriff Fund		500
Charitable Aid		2,000
Staffordshire Moorlands District Council - Covid grant	10,000	
Staffordshire Moorlands District Council - Ward budget	250	
	<u>10,250</u>	<u>2,500</u>

**3. Subsequent events**

The Covid-19 pandemic has affected all the clubs, meaning we can't open in that capacity. However, from October 2020 we started the new club which has meant we can continue during Covid and intend to continue with the Club once the pandemic is over.

The financial statements 5 to 7 were approved by the trustees, and authorised for issue on 21.12.2021 and signed on their behalf by:

Signed

[Redacted Signature]

**Green Tree House**  
**Notes to the Accounts**  
**for the year ended 31 July 2020**

**1. Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context “cash” includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due. For the purposes of understanding a statement of assets and liabilities at the year-end has been included.

**2. Grants**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Grants</b>		
High Sheriff Fund	-	500
Groundworks UK	-	2,000
Staffordshire Moorlands District Council - Covid grant	10,000	-
Staffordshire Moorlands District Council - Ward budget	250	
SCYVS	-	200
	<b><u>10,250</u></b>	<b><u>2,700</u></b>

**3. Subsequent events**

The Covid-19 pandemic has hit the café hard, meaning we can't open in that capacity. However, from October 2020 we started the food club which has meant we can continue during Covid and intend to continue with the Café once the pandemic is over.

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance & Policy Committee		
<b>MEETING DATE AND TIME</b>	30 <sup>th</sup> September 2021 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>10 Review and Amendments to the Financial Regulations</b>		
<b>Background</b>	The Town Council's Financial Regulations are one of the three mandatory documents required by law for a Town Council to operate, (The other two being the Standing Orders and Code of Conduct). The Town Council is required to review the Financial Regulations regularly, they were last reviewed a year ago (30 <sup>th</sup> July 2020) so an annual review is good practice.		
<b>Updates</b>	<p>These Financial Regulations have been reviewed by the Responsible Financial Officer in conjunction with the Chair and Vice Chair of the Finance and Policy Committee. The Town Council's Financial Regulations are based on the model Financial Regulations issued by NALC (National Association of Local Councils), with some adjustments for local custom and practice. The updates are shown in red on the attached copy of the Financial Regulations in Appendix 10.1</p> <p><b>Proposed updates:</b></p> <ul style="list-style-type: none"><li>• Page 1: Added according to NALC Model: <i>These Financial Regulations were adopted by the council at its meeting held on [enter date].</i></li><li>• Page 7: 4.1 Added according to NALC Model: <i>Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.</i></li><li>• Page 10: 6.8 and 6.9: Added according to NALC Model: <i>6.8 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years</i> <i>6.9 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.</i></li><li>• Page 10: 6.15 Updated to state Chief Officer or RFO</li><li>• Page 10: 6.16: Included <i>The Credit Card must not be stored or saved in online trading/ purchasing accounts</i></li></ul>		

	<p>Page 14: Foot note for item 11.1 c : Updated per NALC Model:</p> <p><i>Thresholds currently applicable are:</i></p> <p><i>a) For public supply and public service contracts 209,000 Euros (£181,302)</i></p> <p><i>b) For public works contracts 5,225,000 Euros (£4,551,413))</i></p>
<b>Recommendation</b>	To approve the proposed updates to the Financial Regulations to recommend to Council on 21 <sup>st</sup> October 2020 <sup>1</sup> for inclusion in the Council's constitution.

#### Appendix 10.1 Draft amended Financial Regulations



FINANCIAL REGULATIONS

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[These Financial Regulations were adopted by the council at its meeting held on \[enter date\].](#)

## **1. GENERAL**

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers (the others being the Standing Orders and the Code of Conduct). Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts.
  - that provide for the safe and efficient safeguarding of public money.
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO:
  - acts under the policy direction of the council.
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.

- determines on behalf of the council its accounting records and accounting control systems.
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
  - approving accounting statements;

- approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and
  - addressing recommendations in any report from the internal or external auditors,
- these shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Panel on Accounting Guidance (JPAG), available from the websites of NALC and the Society for Local Council Chief Officers (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. The RFO must each year, by no later than November, prepare detailed estimates of all income and expenditure, including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each committee and the council.

- 3.2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The Finance Committee shall recommend and the Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £10,000;
  - a duly delegated committee of the council for items over £5,000; or
  - the Chief Officer for any items below £5,000.

- [Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.](#)

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. Expenditure in accordance with 4.1 above which results in a budget being exceeded by no more than 10% may be authorised in arrears by the Finance Committee. No other expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by prior resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Chief Officer and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the Chief Officer may authorise revenue expenditure on behalf of the council which in the Chief Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Chief Officer shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. The Chief Officer and RFO to be signatories on the accounts for communication purposes only and not to be used for payment. The banking arrangements shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments, forming part of the Agenda for the Meeting and present the schedule to The Finance Committee. The committee shall review the schedule for compliance and, having satisfied itself shall note the payments.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted within the stated credit terms.
- 5.5. The Chief Officer and RFO shall have delegated authority to make payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Chief Officer and RFO certify that there is no dispute or other reason to delay payment.
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) or
  - c) fund transfers within the councils banking arrangements.



- 5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Chief Officer or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, must not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment, the invoice and other documentation shall be initialled by the signatories.
- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed.

or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

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6.9. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.8.6.10. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.9.6.11. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.10.6.12. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.11.6.13. Where internet banking arrangements are made with any bank, the Chief Officer and the RFO shall be appointed as Service Administrators. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.12.6.14. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.13.6.15. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Chief Officer or the RFO. A programme of regular checks of standing data with suppliers will be followed by the RFO

6.14.6.16. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Chief Officer and shall be subject to automatic payment in full at each month-end. In the absence of the Chief Officer any two from the Management Team (currently the RFO, Deputy CO, Town Hall Manager, Streetscape Manager) may authorise use of the credit card or trade card. Full details of all such transactions are to be advised by the RFO to the CO on his return. VAT invoices must be obtained where possible. The Credit Card must not be stored or saved in online trading/ purchasing accounts. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.15.6.17. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Chief Officer.

- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- 
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Chief Officer and RFO shall act after consultation with the Chair and Vice Chair of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- 
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.
  - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
  - e. Such invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Chief Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>2</sup> Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413). Thresholds currently applicable are:

a- For public supply and public service contracts 209,000 Euros (£164,176)

b- For public works contracts 5,225,000 Euros (£4,104,394)

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- f. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Chief Officer or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Chief Officer or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Chief Officer to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.
- 12.4. Any capital project of a value exceeding £10k will be subject to the following: The Town Mayor, Deputy Mayor, Chair and Vice Chair of the Finance and Policy Committee to have delegated powers along with the Chief Officer to agree financial details of the purchase of goods, including agreeing terms of payment. (At least 3 of the Councillors to be present when a decision is taken).

- 12.5. A financial search will be undertaken of the supplier's credit worthiness and financial status and appropriate references taken up from previous customers. The option to consider using an Advance Payment Bond to be explored where appropriate.
- 12.6. Final payment of invoice to be dependent on ensuring the goods are fit for purpose and meet the specification set by the Town Council.
- 12.7. Purchases of a high value exceeding £25k should be referred to the Finance and Policy Committee for approval including the terms of payment.
- 12.8. When specifications are drawn up for the purchase of goods and or services then such specifications should be reviewed and adopted by the Finance and Policy Committee.

### **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Chief Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £3,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).



- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Chief Officer.
- 15.2. The Chief Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **16. RISK MANAGEMENT**

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Chief Officer shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Chief Officer shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Chief Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

\* \* \*

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	30 <sup>th</sup> September 2021 7.00PM	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – RFO		
<b>AGENDA ITEM</b>	<b>11</b>		
<b>REPORT TITLE</b>	<b>Artifacts and Treasures Revaluation</b>		
<b>Background</b>	Historically the Council revalue their assets every 5 years, the latest revaluation took place in July 2021.		
	<p>A revaluation of the Council's Artifacts and Treasures has taken place, please see the attached report in Appendix 10.1 for the updated valuations. The revaluation was undertaken by Hollins &amp; Hollinshead Jewellers.</p> <p>The updates will be communicated with our Insurers, should this result in an increase in premiums this will be fed back to the Committee in due course.</p>		
<b>Decision Requested</b>	To receive the updated revaluation figures		

Appendix 11.1 Revaluation Figures

**Congleton Town Council****Finance and Policy Meeting 30th September 2021****Artifacts and Treasures**

Revaluation 2021

Reference	Description	Qty	Previous Valuation £		2021 Revaluation £
CAT001	Weights and Measures	1	5,746	**	5,746
CAT002	Mayoral Badge	1	18,000		19,500
CAT003	Mayoral Chain	1	55,000		71,500
CAT004	Mayoress Badge	1	5,000		6,000
CAT005	Mayoress Chain	1	8,000		10,000
CAT006	Deputy Mayor Badge (refurbished)	1	3,250		3,650
CAT007	Consort Pendant (silver medallion)	1	1,250		1,400
CAT008	Small Mace	1	4,220		7,500
CAT009	Large Mace	1	55,000		62,000
CAT010	Mayor's Working Chain	1	3,500		4,000
CAT012	Silver Parcel Pendant (working chain medallion)	1	4,000		4,500
CAT013	Wood Case	1	94	**	94
CAT014	Sterling Silver Enamelled Shield	1	1,200		1,350
CAT117	Deputy Mayor Pendant (DM2 newer)	1	1,200		1,400
CAT118	Consort pendant enamelled 3 colours on blue ribbon	1	650		775
CAT119	Military Sword	1	2,250		2,700
			168,360		202,115

\*\* No revaluation in 2021

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance & Policy Committee		
<b>MEETING DATE AND TIME</b>	30 <sup>th</sup> September 2021 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael -Responsible Financial Officer		
<b>AGENDA ITEM</b>	<b>12</b>		
<b>REPORT TITLE</b>	<b>Notice of Conclusion of Audit 2021</b>		
<b>Background</b>	In accordance with proper practice Congleton Town Council are audited annually by an external auditor.		
<b>Updates</b>	<p>The external auditors, PKF Littlejohn, have concluded their audit on our Annual Governance &amp; Accountability Return for 2021, and have concluded:</p> <p style="text-align: center;"><i>On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</i></p>		
<b>Recommendation</b>	To receive the Notice of Conclusion for 2021 and to recommend to Council for approval.		

## 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:

	Agreed		
	Yes	No*	
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.	Yes	No	N/A
			✓

\*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:

CTC/14/2122

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

Chairman

Clerk

www.congleton-tc.gov.uk

## Section 2 – Accounting Statements 2020/21 for

Congleton Town Council

RESTATED.

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	807,075	887,968	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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 – To agree with bank reconciliation.
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

[Signature]

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:

CTC/14/2122

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

[Signature]

## Section 3 – External Auditor Report and Certificate 2020/21

In respect of

CONGLETON TOWN COUNCIL – CH0056

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

11/09/2021

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance & Policy Committee		
<b>MEETING DATE AND TIME</b>	30 <sup>th</sup> September 2021 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael - Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>13 Bonfire and Fireworks Display</b>		
<b>Background</b>	Congleton Town Council has supported the Rotary Bonfire for many years by underwriting the insurance costs in the event of a loss.		
<b>Updates</b>	<p>Congleton Rotary have requested that the Council underwrite the insurance costs for the 2021 Bonfire and Fireworks Display up to a maximum of £5,000.</p> <p>In the event that a loss occurs the available funds are held in Ear Marked Reserve 346.</p>		
<b>Recommendation</b>	<p>To approve to underwrite the insurance costs for the Annual Rotary Bonfire Display, and to recommend this to Council on 21<sup>st</sup> October 2021 that in the event of any losses Council approve the spend from Ear Marked Reserves of up to £5,000.</p>		

Appendix 13.1 – Letter from Congleton Rotary Event Co-Ordinator

President: Stewart Price

## Rotary Congleton



Congleton Town Council  
Finance and Policy Committee  
Town Hall  
High Street,  
Congleton,  
Cheshire,  
CW12 1BN

16<sup>th</sup> August 2021,

Dear Sirs,

On behalf of Congleton Rotary, we are once again holding our annual Bonfire and Fireworks Display in Congleton Park, which will take place on Saturday 6<sup>th</sup> November 2021.

This event gives pleasure to the people of Congleton and the surrounding district and raises money which will be used to assist and support local charities, organisations and other worthy causes.

Congleton Rotary respectfully requests that the Town Council underwrites this event for the amount of £5000.

Yours sincerely

A black rectangular redaction box covering a signature, with a thin line extending from the top right corner.

Brian Hogan

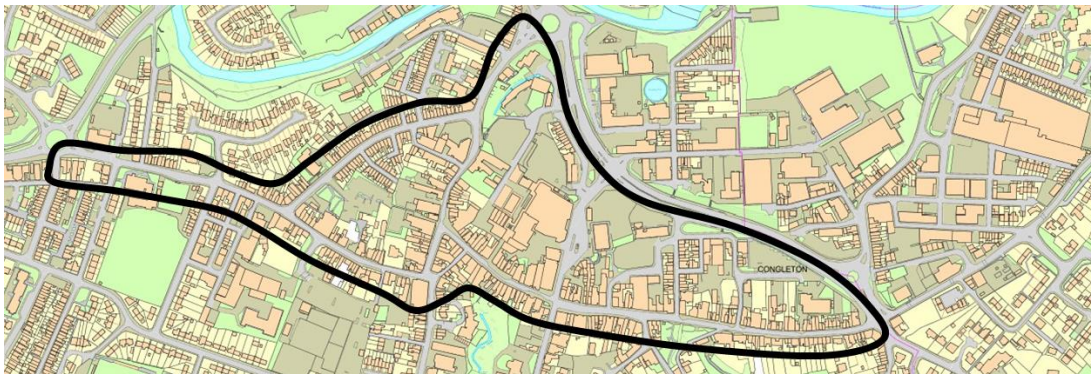
Event Coordinator  
Congleton Rotary

President

Stewart Price.   
Tel no. 

**CONGLETON TOWN COUNCIL**  
**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Finance &amp; Policy</b>		
<b>MEETING DATE AND TIME</b>	<b>30<sup>th</sup> September 2021 - 7.00pm</b>	<b>LOCATION</b>	<b>Town Hall</b>
<b>REPORT FROM</b>	<b>Martha Hayes, Town Centre and Events Officer</b>		
<b>AGENDA ITEM</b>	<b>14</b>		
<b>REPORT TITLE</b>	<b>First Floor Improvements Grant</b>		
<b>BACKGROUND</b>	<p>In April 2020 a Regeneration Working Group was set-up to help Congleton businesses, get back on their feet and recover from the pandemic. In this time the working group has helped by:</p> <ul style="list-style-type: none"> <li>• Communicated with the local business owners predominantly in the Town Centre with the latest grant funding information.</li> <li>• Initiated a Town Centre tidy, including a deep cleanse of the street and its furniture.</li> <li>• Added bunting and festoon lighting to make the Town Centre more welcoming.</li> <li>• Worked with Cushman and Wakefield, consultants employed by Cheshire East Council on future plans for the vitality of Congleton.</li> </ul> <p>In addition, the Congleton In Bloom Working Group has sponsored two years' worth of free hanging baskets and the Christmas group have sponsored two years of free small Christmas trees.</p> <p>Cllr Russell Chadwick, Chair of the Regeneration Working Group, would like to incentivise landlords and businesses to make improvements to the first floors of the Town Centre properties.</p> <p>The Town Council offered a shop front improvement grant scheme in 2017 which helped 10 properties improve their ground floor frontage. The idea would be to reintroduce this scheme, but open it up to include first floor maintenance.</p> <p>Higher quality shop frontages will make the area feel more welcoming to the local residents and visitors, improve the image and contribute towards a stronger sense of identity.</p>		
<b>PROPOSAL</b>	<p>To agree funding which will provide a grant support scheme for minor repairs and enhancement to the frontages of independent shop premises in Congleton Town Centre. The First Floor Improvement Scheme aims to improve the visual impact of the Town Centre.</p> <p><b>Congleton Town Council to offer a grant of up to 50% of eligible costs up to a maximum of £1,000 grant per property.</b></p> <p>Works that will be funded include:</p> <ul style="list-style-type: none"> <li>• Exterior repainting of timber or render.</li> <li>• Minor alterations e.g. replacement of doors, windows, fascia, masonry, rainwater goods.</li> <li>• New/ replacement high quality signage.</li> <li>• New/ replacement high quality awnings</li> <li>• Other physical works which improve the visual aspect of the property frontage, can be considered.</li> <li>• Related costs such as scaffolding, planning application fees, professional fees etc.</li> </ul>		

	<p>All works should be undertaken post approval of a grant principle.</p> <p>All works to be carried out to a high standard. Checks will be made by Congleton Town Council to ensure that works have been carried out in accordance with the details in the application documentation and to a high standard.</p> <p>** The scheme will not fund routine maintenance or internal works.</p>
<b>FINANCIAL CONSIDERATIONS</b>	For £10,000 to be made available.
<b>EQUALITY CONSIDERATIONS</b>	<p>The scheme would be open to all independent businesses in the Town Centre, occupied or vacant. An independent shop can be part of a chain of no more than 5 shops, or a franchise that is run as your own business. The applicant must be able to fund the works in the first instance as the grant will be paid upon receipt of proof of payment. Works to be implemented within a 12-month period of being granted the funds.</p> <p>They will be made aware of this grant scheme, the map below indicates the cut-off area of what businesses can apply. Same boundary as 2017:</p> 
<b>DECISION REQUESTED</b>	To agree the proposal and approve a budget code for this grant scheme, and in accordance with our Financial Regulations recommend this to Council on 21 <sup>st</sup> October for approval.

# CONGLETON TOWN COUNCIL

## COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy					
MEETING DATE AND TIME	30 <sup>th</sup> September 2021 7.00PM		LOCATION		Congleton Town Hall	
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer					
AGENDA ITEM	15					
REPORT TITLE	Direct Debit and BACS Approvals					
Background	Congleton Town Council pay several suppliers by Direct Debit, and the majority of supplier invoices by BACS (Banks Transfers). In accordance with our Financial Regulations the approval for the use of variable Direct Debt and BACS payments should be approved by Council at least every 2 years.					
	Direct Debit list as at current meeting date:					
	Originator name	Details	Status	Last payment amount	Last payment date	Frequency
	BT GROUP PLC	Telecoms	Active	£45.47	10/09/2021	Quarterly
	CHESHIRE EAST BC	Business Rates	Active	£2739.00	01/09/2021	Monthly
	CLOSE BROTHERS LTD	Currently Under review by RFO	New			
	EE LTD	Mobile Phone costs	Active	£171.70	23/08/2021	Monthly
	HMRC E VAT	VAT	Active	£26842.79	11/08/2021	Quarterly
	ICO	Data Protection	Active	£35.00	12/05/2021	Yearly
	PITNEY BOWES	Postage/ Franking machine and purchase account	Active	£208.00	10/09/2021	Monthly
	PITNEY BOWES FINAN		Active	£190.05	10/07/2020	Quarterly
	PITNEY BOWES FINAN		Active	£72.00	08/09/2021	Quarterly
	PITNEY BOWES LTD		New			
	PRISM BUSINESS DEV	ICT Support/Services	Active	£1709.29	25/08/2021	Monthly
	PUBLIC WORKS LOANS	Loan	Active	£10888.84	31/03/2021	Half Yearly
	QUARTIX LTD	Trackers	Active	£550.44	01/07/2021	Quarterly
	RBS BUS CREDIT	Company Credit Card	Active	£920.00	31/08/2021	Monthly
	SUEZ R&R	Waste collections	Active	£292.30	31/08/2021	Monthly
	TELECOMS	Prism: Broadband and phone lines	Active	£116.21	01/09/2021	Monthly
	WEST MERCIA ENERGY	Electricity and Gas suppliers	Active	£1583.77	16/09/2021	Fortnightly
	Decision Requested	1. To note the Direct Debit list 2. To approve that Direct Debit payments continue for relevant suppliers 3. To approve that payments by BACS transfer to pay suppliers continues 4. In line with our Financial Regulations, recommend 1 , 2 and 3 to Council on 21 <sup>st</sup> October 2021 for approval				

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	30/009/2021 7.00PM	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>16 Management accounts to 31<sup>st</sup> July 2021</b>		
<b>Background</b>	Variance analysis for the period 1 <sup>st</sup> April to 31 <sup>st</sup> July 2021 to accompany the attached spreadsheets in Appendix 14.1.		
<b>Updates</b>	<p>These figures cover the period 1<sup>st</sup> April to 31<sup>st</sup> July 2021, which equates to 33.3% of the annual budget.</p> <p><b><u>Finance and Policy Committee</u></b></p> <p><u>Corporate Management</u> Currently at 29% expenditure. No new variances or items to note since previous meeting.</p> <p><u>Democratic/Civic</u> Currently at 23% expenditure. No new variances or items to note since previous meeting.</p> <p><u>Grants</u> Currently 77% expenditure.</p> <p>£13,095 remains available for the remainder of this financial year, this includes the £4500 set aside for subsidising local organisations.</p> <p><u>Community and Environment Committee</u> Currently at 29% expenditure. Floral display currently showing 121%, this is due to income lower than budgeted, the expenditure budget is at 97%</p> <p><b><u>Town Hall, Assets and Services Committee</u></b> Currently at 37% net expenditure.</p> <p>Paddling Pool- Currently at 23% expenditure, the pool opened 16<sup>th</sup> August 2021.</p> <p>Town Hall – Income due to hiring of Grand Hall for Covid Vaccination role out.</p> <p>Congleton Information Centre- For information the Third-Party ticket sales are offset against Third-Party ticket expenditure, there are timing delays of invoices being received.</p>		

	<p><b><u>Capital</u></b> Capital is shown to enable the management accounts to balance to the budget figure. No loan repayments made to date.</p> <p><b><u>Staffing Costs</u></b> Staffing costs at 31%, in line with budget.</p>
<b>Decision Requested</b>	To receive the Management Accounts to 31 <sup>st</sup> May 2021

# Congleton Town Council - Management Accounts - July 2021

## Finance and Policy Committee

### Corp Management

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Staff Costs (re-allocated)	49,821	165,881	116,060	30%
Travel	0	500	500	0%
Training / Conferences	1,623	3,000	1,377	54%
Rent Payable	5,672	17,017	11,345	33%
Miscellaneous Office Costs	220	1,660	1,440	13%
Telephone/Fax/Internet	454	920	466	49%
Postage	71	2,620	2,549	3%
Stationery & Printing	741	2,900	2,159	26%
Subscriptions & Publications	2,846	4,200	1,354	68%
Insurance	8,764	9,000	236	97%
Computer/IT Costs	5,548	13,130	7,582	42%
Photocopy Charges	137	2,300	2,163	6%
Recruitment Advertising	872	500	-372	174%
Other Advertising	70	300	230	23%
Bank Charges	301	1,000	699	30%
Audit Fees - External	0	2,000	2,000	0%
Audit Fees - Internal	0	1,335	1,335	0%
Accountancy Support	1,116	5,000	3,884	22%
Legal & Professional fees	136	6,900	6,764	2%
HR & H&S support	1,771	4,500	2,729	39%
Central Overheads reallocated	-26,276	-61,561	-35,285	43%

### Corporate Management:-Expenditure

<b>53,887</b>	<b>183,102</b>	<b>129,215</b>	29%
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### Interest Receivable

-17	-1,500	-1,483.00	1%
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### Corporate Management :- Income

-17	-1,500	-1,483	1%
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### Net Expenditure over Income

<b>53,870</b>	<b>181,602</b>	<b>127,732</b>	30%
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### Civic

Staff Costs (re-allocated)	9,768	30,392	20,624	32%
Training / Conferences	438	1,800	1,362	24%
Stationery & Printing	0	500	500	0%
Marketing/Promotions	359	1,000	641	36%
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	50	5,000	4,950	1%
Civic Regalia	0	250	250	0%
Hall & Room Hire	373	6,000	5,627	6%
Civic Artefacts and Treasures	0	500	500	0%
Central Overheads reallocated	1,107	2,593	1,486	43%

### Civic:-Expenditure

<b>13,741</b>	<b>59,435</b>	<b>45,694</b>	23%
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### Grants Grants

<b>44,738</b>	<b>57,833</b>	<b>13,095</b>	77%
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### F&P Income - Expenditure Totals

<b>112,349</b>	<b>298,870</b>	<b>186,521</b>	38%
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## Community and Environment Committee

212	Propogation Unit	0	1,000	1,000	0%
215	Floral Displays	14,852	12,250	-2,602	121%
241	Allotments	40	1,250	1,210	3%
301	Congleton Partnership	11,851	35,554	23,703	33%
302	Community Development	36,570	117,351	80,781	31%
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	0%
315	Covid 19	3,907	0	-3,907	0%
	Donations and transfer from Covid 19 EMR	-3,907	0	3,907	0%
321	Tourism	792	5,000	4,208	16%
341	Youth and Young People	136	2,000	1,864	7%
351	Luncheon Club	2,298	9,000	6,702	26%

### C,E &S Income - Net Expenditure Totals

<b>66,539</b>	<b>248,055</b>	<b>181,516</b>	27%
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## Town Hall, Assets and Services Committee

Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
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<u>Paddling Pool</u>	<u>6,343</u>	<u>27,558</u>	<u>21,215</u>	23%
<u>Town Hall</u>				
Town Hall - Expenditure	58,572	203,450	144,878	29%
Town Hall - Income	-27,863	-117,600	-89,737	24%
Net Expenditure over Income	<u>30,709</u>	<u>85,850</u>	<u>55,141</u>	36%
<u>Congleton Information Centre</u>				Notes
CEC Support Grant	-11,000	-33,000	-22,000	33%
Sales Income: Third Party Ticket sales	-7,410	0	7,410	
Sales Income	-2,325	0	2,325	
Direct expenditure	1,382	67,403	66,021	2%
Third Party Ticket expenditure	2,304		-2,304	
Expenditure: Staff	16,338		-16,338	
Expenditure	5,928		-5,928	
Net Expenditure over income	<u>5,217</u>	<u>34,403</u>	<u>29,186</u>	15%
<u>Public Toilets</u>	<u>3,219</u>	<u>10,250</u>	<u>7,031</u>	31%
<u>Cenotaph</u>	<u>74</u>	<u>250</u>	<u>176</u>	30%
<u>Streetscape</u>				
Streetscape Expenditure	<u>216,319</u>	<u>590,734</u>	<u>374,415</u>	37%
Streetscape - Income CEC	-124,234	-372,702	-248,468	33%
Streetscape - External work income	-5,086	-15,000	-9,914	34%
Streetscape - Other	-24	0	24	
Streetscape - Misc Income	-225	-900	-675	25%
	<u>-129,569</u>	<u>-388,602</u>	<u>-259,033</u>	33%
Net Expenditure over Income	<u>86,750</u>	<u>202,132</u>	<u>115,382</u>	43%
<b><u>Town Hall, Assets and Services - Net Expenditure</u></b>	<b><u>132,312</u></b>	<b><u>360,443</u></b>	<b><u>228,131</u></b>	37%
<u>Capital</u>	<u>25,000</u>	<u>46,778</u>	<u>21,778</u>	53%
<u>Total Net Expenditure</u>	<u>336,200</u>	<u>954,146</u>	<u>617,946</u>	35%
<u>Staff Costs</u>	<u>274,810</u>	<u>887,343</u>	<u>612,533</u>	31%

#### Reserves as at 31JUL21

310	General Reserve	226,244
318	Capital Equipment Fund	28,011
320	Capital Contingency Fund	437,780
321	EMR Elections	20,000
322	EMR Covid 19 Fund	15,575
324	EMR Crime Prevention/Traffic calming	7,357
327	EMR Business Recovery Fund	12,249
330	EMR Ancient Treasures	3,000
331	EMR Website	5,151
333	EMR Training	8,479
337	EMR Toilets	24,012
339	EMR Public Realm	9,189
340	EMR Legal Fees	5,292
342	EMR Tourism	19,169
343	EMR Marketing	5,000
344	EMR Congleton Neighbourhood Plan	9,105
345	EMR Cenotaph	11,777
346	EMR Rotary Bonfire	5,000
348	EMR Civic	1,000
		<u>853,390</u>

Date: 17/08/2021

Congleton Town Council

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Time: 14:25

User: ST

Bank Reconciliation Statement as at 31/07/2021  
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	30/07/2021	854	93,376.77
			<u>93,376.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			93,376.77
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			93,376.77
		Balance per Cash Book is :-	<u>93,376.77</u>
		Difference is :-	0.00

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	30/09/2021 7.00PM	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	18 Savings Account Balances		
Background	To inform the Finance and Policy Committee with the location and balances of the Council’s savings and investments.		
Updates	<u>Congleton Town Council – Savings account balances</u>		
	Balances as at 31 <sup>st</sup> July 2021		
	Business Reserve Account	£ 716,135.06	
	Cambridge and Counties 1 year fixed deposit	£ 150,000.00	
	CCLA Deposit	£ 150,000.00	
	<u>Total</u>	<u>£1,016,135.06</u>	
Decision Requested	To receive the Savings Accounts balances to 31 <sup>st</sup> July 2021.		

## List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2021	Quartix Ltd	dd	550.44		559590/12716/vehicle tracker
01/07/2021	Prism Solutions	dD	120.06		66027/12715/call charges
01/07/2021	Cheshire East Council	DD	2,739.00		business rates - T Hall
02/07/2021	BACS P/L Pymnt Page 2636	BACS Pymnt	12,057.00		BACS P/L Pymnt Page 2636
15/07/2021	Bankline	BACS	65.10		Bank charges
15/07/2021	West Mercia Energy	dd	1,223.17		11114795/12726/town hall gas
16/07/2021	BACS P/L Pymnt Page 2641	BACS Pymnt	9,128.69		BACS P/L Pymnt Page 2641
16/07/2021	Congleton Harriers	BACS	705.00		Grant - GR02/2122
16/07/2021	Congleton Town Council	BACS	476.81		Payroll
16/07/2021	Congleton Town Council	BACS	72,615.21		CTC payroll
19/07/2021	Cheshire Gardener	12794	750.00		St Peter's tidy up
19/07/2021	West Mercia Energy	dd	69.85		11117268/12735/P toilet elec
20/07/2021		008967	82.27		in bloom expenses
21/07/2021	RBS Autopay	BACS	11.04		bank charges
22/07/2021	CTC	008968	92.56		Petty Cash
23/07/2021	BACS P/L Pymnt Page 2648	BACS Pymnt	28,225.44		BACS P/L Pymnt Page 2648
23/07/2021		BACS	10.00		Refund on theatre tickets
23/07/2021	EE Ltd	Dd	145.20		01287205932/12812/call charges
23/07/2021	West Mercia Energy	DD	32.22		11119774/12914/Cenotaph Elec
26/07/2021	Prism Solutions	dd	1,699.32		143295/12830/IT support
28/07/2021	RBS Credit Card	dd	2,270.68		030721/12901/RBS Credit Card
30/07/2021	BACS P/L Pymnt Page 2658	BACS Pymnt	9,054.46		BACS P/L Pymnt Page 2658
30/07/2021	Suez Recycling and Recovery UK	DD	292.30		32324954/12781/waste recycling
<b>Total Payments</b>			<b>142,415.82</b>		

Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
2MINUTE      The 2 Minute Foundation							
<i>LP271/12736/sanitiser unit</i>	29/06/2021	LP271	1	540.00	0.00	540.00	0.00
Authorised: <b>rb</b>							
					0.00	540.00	
Above paid on 02/07/2021 by Online Payment Ref 2MINUTE							
ATG      ATG London Ltd							
<i>SISTR34061/12762/theatre ticke</i>	15/05/2021	SISTR34061	1	196.94	0.00	196.94	0.00
Authorised: <b>cs</b>							
<i>12763/SCSTR32201/credit</i>	26/06/2021	SCSTR32201	1	-117.43	0.00	-117.43	0.00
Authorised: <b>cs</b>							
<i>SISTV33775/12761/theatre ticke</i>	26/06/2021	SISTV33775	1	80.24	0.00	80.24	0.00
Authorised: <b>cs</b>							
					0.00	159.75	
Above paid on 02/07/2021 by Online Payment Ref ATG							
BEES      Bees for Us							
<i>95/12737/CIC shop honey</i>	24/06/2021	95	1	96.00	0.00	96.00	0.00
Authorised: <b>cs</b>							
					0.00	96.00	
Above paid on 02/07/2021 by Online Payment Ref BEES							
BESTCONNEC      The Best Connection Group							
<i>3356452/12738/S scape temps</i>	25/06/2021	3356452	1	1,123.32	0.00	1,123.32	0.00
Authorised: <b>rb</b>							
					0.00	1,123.32	
Above paid on 02/07/2021 by Online Payment Ref BESTCONNEC							
CHESHEAST      Cheshire East Council							
<i>900470009/12739/business rates</i>	01/04/2021	900470009	1	37.43	0.00	37.43	0.00
Authorised: <b>rb</b>							
<i>815600010021/12741/rates</i>	01/04/2021	815600010021	1	37.43	0.00	37.43	0.00
Authorised: <b>rb</b>							
<i>862170003099/12740/rates</i>	01/04/2021	862170003099	1	37.43	0.00	37.43	0.00
Authorised: <b>rb</b>							

Continued over page

Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>892700430060/12743/rates</i> Authorised: <b>rb</b>	01/04/2021	892700430060	1	37.43	0.00	37.43	0.00
<i>892900110326/12742/rates</i> Authorised: <b>rb</b>	01/04/2021	892900110326	1	37.43	0.00	37.43	0.00
<i>11700022589/12744/permits</i> Authorised: <b>rb</b>	22/06/2021	11700022589	1	270.00	0.00	270.00	0.00
<i>11700022630/12745/Carpark</i> Authorised: <b>mh</b>	23/06/2021	11700022630	1	226.00	0.00	226.00	0.00
					0.00	683.15	

Above paid on 02/07/2021 by Online Payment Ref CHESHEAST

DCASSIST	D C Assist Ltd						
<i>TH106/12747/toilet cleaning</i> Authorised: <b>mjw</b>	11/06/2021	TH106	1	187.50	0.00	187.50	0.00
<i>TH107/12746/toilet cleaning</i> Authorised: <b>mjw</b>	18/06/2021	TH107	1	187.50	0.00	187.50	0.00
<i>TH109/12748/toilet cleaning</i> Authorised: <b>mjw</b>	25/06/2021	TH109	1	187.50	0.00	187.50	0.00
					0.00	562.50	

Above paid on 02/07/2021 by Online Payment Ref DCASSIST

DJM	DJM Nurseries						
<i>612091/12750/in bloom flowers</i> Authorised: <b>rb</b>	30/05/2021	612091	1	144.70	0.00	144.70	0.00
<i>612097/12751/in bloom flowers</i> Authorised: <b>rb</b>	13/06/2021	612097	1	78.65	0.00	78.65	0.00
<i>1078304/12749/in bloom flowers</i> Authorised: <b>rb</b>	22/06/2021	1078304	1	96.50	0.00	96.50	0.00
					0.00	319.85	

Above paid on 02/07/2021 by Online Payment Ref DJM

LANDSCAPE	Landscape Supply Company						
<i>101074/12755/S scape PPE</i> Authorised: <b>rb</b>	23/06/2021	101074	1	62.62	0.00	62.62	0.00
<i>101229/12756/PPE + coupling</i> Authorised: <b>rb</b>	25/06/2021	101229	1	28.76	0.00	28.76	0.00

Continued over page

Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
101228/12757/Tools Authorised: <b>rb</b>	29/06/2021	101228	1	480.51	0.00	480.51	0.00

0.00	571.89
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Above paid on 02/07/2021 by Online Payment Ref LANDSCAPE

LESHALMAN Les Halman Nurseries Ltd

59567/12754/grounds flowers Authorised: <b>rb</b>	05/06/2021	59567	1	6,541.43	0.00	6,541.43	0.00
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59816/12753/grounds flowers Authorised: <b>rb</b>	16/06/2021	59816	1	243.84	0.00	243.84	0.00
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59876/12752/grounds flowers Authorised: <b>rb</b>	21/06/2021	59876	1	132.00	0.00	132.00	0.00
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0.00	6,917.27
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Above paid on 02/07/2021 by Online Payment Ref LESHALMAN

PRI Prism Solutions

142583/12758/Laptop - Serena Authorised: <b>jp</b>	22/06/2021	142583	1	1,063.49	0.00	1,063.49	0.00
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0.00	1,063.49
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Above paid on 02/07/2021 by Online Payment Ref PRI

THREADFAST Threadfast Engineers 1984 Ltd

SIN11067/12760/general s scape Authorised: <b>rb</b>	23/06/2021	SIN11067	1	19.78	0.00	19.78	0.00
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0.00	19.78
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Above paid on 02/07/2021 by Online Payment Ref THREADFAST

Total Purchase Ledger Payments	0.00	12,057.00
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Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ANSA      Ansa Environmental Services							
11700022684/12764/HR H & S	25/06/2021	11700022684	1	1,062.34	0.00	1,062.34	0.00
Authorised: <b>dm</b>							
					0.00	1,062.34	
Above paid on 16/07/2021 by Online Payment Ref ANSA							
BEARDLTD      R Beard Ltd							
15062021/12765/DM office	15/06/2021	15062021	1	315.00	0.00	315.00	0.00
Authorised: <b>mjw</b>							
					0.00	315.00	
Above paid on 16/07/2021 by Online Payment Ref BEARDLTD							
CARTER      Mr John K Carter							
300621/12766/Cenotaph project	30/06/2021	300621	1	117.00	0.00	117.00	0.00
Authorised: <b>ms</b>							
					0.00	117.00	
Above paid on 16/07/2021 by Online Payment Ref CARTER							
CAVERN      Cavern Protective Clothing							
18838/12767/S/scape PPE	24/06/2021	18838	1	480.60	0.00	480.60	0.00
Authorised: <b>rb</b>							
					0.00	480.60	
Above paid on 16/07/2021 by Online Payment Ref CAVERN							
CHESGARD      Cheshire Gardener							
0964/12768/St Peter's graveyar	30/06/2021	0964	1	1,200.00	0.00	1,200.00	0.00
Authorised: <b>rb</b>							
					0.00	1,200.00	
Above paid on 16/07/2021 by Online Payment Ref CHESGARD							
CHS      Congleton High School							
CHSS126/12770/design & printin	30/06/2021	CHSS126	1	121.80	0.00	121.80	0.00
Authorised: <b>mh</b>							
CHSS131/12771/printing	30/06/2021	CHSS131	1	28.50	0.00	28.50	0.00
Authorised: <b>mh</b>							
					0.00	150.30	
Above paid on 16/07/2021 by Online Payment Ref CHS							

Continued over page



Linked to Cashbook 1

Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHUBB Chubb Fire & Security Ltd							
8819710/12769/T Hall CCTV Authorised: <b>mjw</b>	25/06/2021	8819710	1	920.40	0.00	920.40	0.00
					0.00	920.40	
Above paid on 16/07/2021 by Online Payment Ref CHUBB							
DANESIDE Daneside Theatre							
185/12773/theatre tickets Authorised: <b>cs</b>	30/06/2021	185	1	147.25	0.00	147.25	0.00
206/12774/Theatre tickets Authorised: <b>cs</b>	30/06/2021	206	1	61.75	0.00	61.75	0.00
230/12775/Theatre tickets Authorised: <b>cs</b>	30/06/2021	230	1	332.50	0.00	332.50	0.00
					0.00	541.50	
Above paid on 16/07/2021 by Online Payment Ref DANESIDE							
DUTTON Dutton Traffic Management Services							
247/12776/Books for CIC Authorised: <b>cs</b>	30/06/2021	247	1	40.00	0.00	40.00	0.00
C247/12791/credit Authorised: <b>st</b>	30/06/2021	C247	1	-40.00	0.00	-40.00	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
DUTTON S S M Dutton							
247/12792/books - CIC Authorised: <b>cs</b>	30/06/2021	247	1	40.00	0.00	40.00	0.00
					0.00	40.00	
Above paid on 16/07/2021 by Online Payment Ref DUTTONS							
FRANCIS Adam Francis Architechural Illustrator							
060621/12778/retro print - CIC Authorised: <b>cs</b>	06/06/2021	060621	1	9.60	0.00	9.60	0.00
					0.00	9.60	
Above paid on 16/07/2021 by Online Payment Ref FRANCIS							

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Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FULL Full Media Ltd							
6247/12777/Books for CIC	30/06/2021	6247	1	22.36	0.00	22.36	0.00
Authorised: <b>cs</b>							
					0.00	22.36	
Above paid on 16/07/2021 by Online Payment Ref FULL							
JOHNSON T Johnson Training Ltd							
2400/12697/pool training	19/05/2021	2400	1	1,506.00	0.00	1,506.00	0.00
Authorised: <b>mjw</b>							
					0.00	1,506.00	
Above paid on 16/07/2021 by Online Payment Ref JOHNSONT							
LANDSCAPE Landscape Supply Company							
101341/12779/tools in bloom	30/06/2021	101341	1	407.05	0.00	407.05	0.00
Authorised: <b>rb</b>							
					0.00	407.05	
Above paid on 16/07/2021 by Online Payment Ref LANDSCAPE							
MITTEN DJH Mitten Clarke							
24805/12780/Payroll, RTI filin	30/06/2021	24805	1	522.00	0.00	522.00	0.00
Authorised: <b>sv</b>							
					0.00	522.00	
Above paid on 16/07/2021 by Online Payment Ref MITTEN							
MUSEUM Congleton Museum							
SI-784/12772/booklets CIC	28/05/2021	SI-784	1	130.00	0.00	130.00	0.00
Authorised: <b>cs</b>							
					0.00	130.00	
Above paid on 16/07/2021 by Online Payment Ref MUSEUM							
TALKECHEM Talke Chemical Company Limited							
66318/12782/T H clenaing stock	18/06/2021	66318	1	216.12	0.00	216.12	0.00
Authorised: <b>mjw</b>							
66319/12783/cleaning stock toi	18/06/2021	66319	1	155.04	0.00	155.04	0.00
Authorised: <b>mjw</b>							

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Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
66323/12787/toilet rolls Authorised: <b>mjw</b>	18/06/2021	66323	1	67.75	0.00	67.75	0.00
66320/12784/s scape cleaning s Authorised: <b>rb</b>	23/06/2021	66320	1	351.48	0.00	351.48	0.00
66322/12786/nitrile gloves Authorised: <b>rb</b>	23/06/2021	66322	1	78.00	0.00	78.00	0.00
66321/12785/bin bags Authorised: <b>rb</b>	28/06/2021	66321	1	354.00	0.00	354.00	0.00
					0.00	1,222.39	

Above paid on 16/07/2021 by Online Payment Ref TALKECHEM

WATERLOGIC Waterlogic GB Ltd

6291675/12788/drinking water Authorised: <b>mjw</b>	30/06/2021	6291675	1	89.00	0.00	89.00	0.00
					0.00	89.00	

Above paid on 16/07/2021 by Online Payment Ref WATERLOGIC

WATERPLUS1 Water Plus Ltd

06570146/12789/HAAA water Authorised: <b>sv</b>	04/06/2021	06570146	1	40.35	0.00	40.35	0.00
					0.00	40.35	

Above paid on 16/07/2021 by Online Payment Ref WATERPLUS1

ZURICH Zurich Insurance Company

300621/12790/P/ship insurance Authorised: <b>ms</b>	30/06/2021	300621	1	352.80	0.00	352.80	0.00
					0.00	352.80	

Above paid on 16/07/2021 by Online Payment Ref ZURICH

Total Purchase Ledger Payments	0.00	9,128.69
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Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BESTCONNEC The Best Connection Group</b>							
3360045/12795/S scape temps Authorised: <b>rb</b>	02/07/2021	3360045	1	1,348.79	0.00	1,348.79	0.00
3363652/12796/s scape temps Authorised: <b>rb</b>	09/07/2021	3363652	1	1,397.42	0.00	1,397.42	0.00
3367243/12797/s scape temps Authorised: <b>rb</b>	16/07/2021	3367243	1	993.35	0.00	993.35	0.00
					0.00	3,739.56	
Above paid on 23/07/2021 by Online Payment Ref BESTCONNEC							
<b>BOMFORD Bomford Office Products Ltd</b>							
89454/12802/june stationery Authorised: <b>mh</b>	30/06/2021	89454	1	265.12	0.00	265.12	0.00
89478/12801/laptop bags Authorised: <b>mh</b>	07/07/2021	89478	1	115.93	0.00	115.93	0.00
89586/12800/laptop stands etc Authorised: <b>mh</b>	15/07/2021	89586	1	104.33	0.00	104.33	0.00
89606/12798/laptop stands Authorised: <b>mh</b>	19/07/2021	89606	1	115.74	0.00	115.74	0.00
89616/12799/laminator,trays Authorised: <b>mh</b>	20/07/2021	89616	1	173.11	0.00	173.11	0.00
					0.00	774.23	
Above paid on 23/07/2021 by Online Payment Ref BOMFORD							
<b>BRUNEL Brunel Engraving Co Ltd</b>							
BE114834/12803/Tree Plaque Authorised: <b>rb</b>	25/06/2021	BE114834	1	181.62	0.00	181.62	0.00
					0.00	181.62	
Above paid on 23/07/2021 by Online Payment Ref BRUNEL							
<b>CHRONICLE Heads Congleton Limited</b>							
121919/12805/Job advert Authorised: <b>jm</b>	08/07/2021	121919	1	146.40	0.00	146.40	0.00
					0.00	146.40	
Above paid on 23/07/2021 by Online Payment Ref CHRONICLE							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CITRON Citron Hygiene UK Ltd							
CN30099750/12804/clinical wast Authorised: <span style="color: red;">mjw</span>	01/07/2021	CN30099750	1	89.86	0.00	89.86	0.00
					0.00	89.86	
Above paid on 23/07/2021 by Online Payment Ref CITRON							
CONPRIDE Congleton Pride							
21821/12806/Cong Pride Spon Authorised: <span style="color: red;">ms</span>	19/07/2021	21821	1	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on 23/07/2021 by Online Payment Ref CONPRIDE							
COPE [REDACTED]							
020721/12807/postcards etc CIC Authorised: <span style="color: red;">ji</span>	02/07/2021	020721	1	7.36	0.00	7.36	0.00
					0.00	7.36	
Above paid on 23/07/2021 by Online Payment Ref COPE							
CVS CVS Cheshire East							
3142/12850/P/ship membership Authorised: <span style="color: red;">ms</span>	15/04/2021	3142	1	37.26	0.00	37.26	0.00
					0.00	37.26	
Above paid on 23/07/2021 by Online Payment Ref CVS							
DCASSIST D C Assist Ltd							
TH108/12808/toilet cleaning Authorised: <span style="color: red;">mjw</span>	03/07/2021	TH108	1	187.50	0.00	187.50	0.00
TH109A/12809/Toilet cleaning Authorised: <span style="color: red;">mjw</span>	11/07/2021	TH109A	1	187.50	0.00	187.50	0.00
TH110/12810/toilet cleaning Authorised: <span style="color: red;">mjw</span>	17/07/2021	TH110	1	187.50	0.00	187.50	0.00
					0.00	562.50	
Above paid on 23/07/2021 by Online Payment Ref DCASSIST							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DJM DJM Nurseries							
1078306/12811/Park plants	02/07/2021	1078306	1	86.45	0.00	86.45	0.00
Authorised: <b>rb</b>							
					0.00	86.45	
Above paid on 23/07/2021 by Online Payment Ref DJM							
FOUR Four Oaks Nurseries Ltd							
113771/12813/3 x spray guns	07/07/2021	113771	1	41.40	0.00	41.40	0.00
Authorised: <b>rb</b>							
					0.00	41.40	
Above paid on 23/07/2021 by Online Payment Ref FOUR							
JANTEX Jantex Furnishing Limited							
17029/12814/roller blinds	07/07/2021	17029	1	554.40	0.00	554.40	0.00
Authorised: <b>mjw</b>							
					0.00	554.40	
Above paid on 23/07/2021 by Online Payment Ref JANTEX							
JEWSON Jewson Limited							
0767/00141543/12815/postfix	06/07/2021	0767/00141543	1	57.50	0.00	57.50	0.00
Authorised: <b>rb</b>							
					0.00	57.50	
Above paid on 23/07/2021 by Online Payment Ref 0767/00122							
KGLOACH K G Loach							
49968/12819/K G Loach	05/07/2021	49968	1	969.60	0.00	969.60	0.00
Authorised: <b>rb</b>							
49985/12820/top soil	06/07/2021	49985	1	85.50	0.00	85.50	0.00
Authorised: <b>rb</b>							
					0.00	1,055.10	
Above paid on 23/07/2021 by Online Payment Ref KGLOACH							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LANDSCAPE Landscape Supply Company							
101498/12816/watering system Authorised: <b>rb</b>	08/07/2021	101498	1	60.97	0.00	60.97	0.00
101535/12817/Landscape Supply Authorised: <b>rb</b>	09/07/2021	101535	1	95.76	0.00	95.76	0.00
					0.00	156.73	
Above paid on 23/07/2021 by Online Payment Ref LANDSCAPE							
LITTLE Little Bun Designs Ltd							
475/12818/bookmarks Authorised: <b>cs</b>	05/07/2021	475	1	15.00	0.00	15.00	0.00
					0.00	15.00	
Above paid on 23/07/2021 by Online Payment Ref LITTLE							
LOMOND Lomond Books Ltd							
445021/12821/walking books Authorised: <b>ji</b>	13/07/2021	445021	1	11.88	0.00	11.88	0.00
					0.00	11.88	
Above paid on 23/07/2021 by Online Payment Ref LOMOND							
MAC MAC Tool & Plant Hire Ltd							
9999/12823/choke knob Authorised: <b>rb</b>	14/07/2021	9999	1	9.00	0.00	9.00	0.00
					0.00	9.00	
Above paid on 23/07/2021 by Online Payment Ref MAC							
MACCLOCK Macclesfield Lock & Safe							
913/12822/lock for toilets Authorised: <b>mjw</b>	02/07/2021	913	1	186.00	0.00	186.00	0.00
					0.00	186.00	
Above paid on 23/07/2021 by Online Payment Ref MACCLOCK							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NEWVIC New Vic Theatre							
3484/12853/Coppelia tickets Authorised: <b>cs</b>	23/06/2021	3484	1	18.20	0.00	18.20	0.00
					0.00	18.20	
Above paid on 23/07/2021 by Online Payment Ref NEWVIC							
NWPLANT Northwest Plant Agri Ltd							
105730/12824/mower repairs Authorised: <b>rb</b>	30/06/2021	105730	1	941.65	0.00	941.65	0.00
105731/12825/mower repairs Authorised: <b>rb</b>	30/06/2021	105731	1	375.56	0.00	375.56	0.00
					0.00	1,317.21	
Above paid on 23/07/2021 by Online Payment Ref NWPLANT							
OTIS Otis Ltd							
01429597/12826/lift maint Authorised: <b>mjw</b>	01/07/2021	01429597	1	552.56	0.00	552.56	0.00
					0.00	552.56	
Above paid on 23/07/2021 by Online Payment Ref OTIS							
PINKED Pinked Floyd							
19072021/12827/show tickets Authorised: <b>cs</b>	19/07/2021	19072021	1	271.80	0.00	271.80	0.00
					0.00	271.80	
Above paid on 23/07/2021 by Online Payment Ref PINKED							
POOL Pool Tech Services Ltd							
4947/12828/pump for pool Authorised: <b>mjw</b>	16/07/2021	4947	1	3,589.16	0.00	3,589.16	0.00
					0.00	3,589.16	
Above paid on 23/07/2021 by Online Payment Ref POOL							



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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POPPY      Poppy May							
231/12831/cards, coasters	06/07/2021	231	1	16.40	0.00	16.40	0.00
Authorised: <b>cs</b>							
					0.00	16.40	
Above paid on 23/07/2021 by Online Payment Ref POPPY							
PORTERS      Porters Service Station Ltd							
00000648/12829/vehicle fuel	30/06/2021	00000648	1	1,708.57	0.00	1,708.57	0.00
Authorised: <b>rb</b>							
					0.00	1,708.57	
Above paid on 23/07/2021 by Online Payment Ref PORTERS							
ROBERSON      Roberson Stonecarving Ltd							
B0707/12832/Cenotaph works	20/07/2021	B0707	1	5,226.00	0.00	5,226.00	0.00
Authorised: <b>ms</b>							
					0.00	5,226.00	
Above paid on 23/07/2021 by Online Payment Ref ROBERSON							
RODE      Rode Hall Silver Band							
SI-45/12833/deposit cenotaph	07/07/2021	SI-45	1	50.00	0.00	50.00	0.00
Authorised: <b>ms</b>							
SI-46/12834/deposit civic para	20/07/2021	SI-46	1	50.00	0.00	50.00	0.00
Authorised: <b>lm</b>							
					0.00	100.00	
Above paid on 23/07/2021 by Online Payment Ref RODE							
RVW      RVW Pugh Ltd							
211343/12835/starter motor	15/07/2021	211343	1	947.75	0.00	947.75	0.00
Authorised: <b>rb</b>							
					0.00	947.75	
Above paid on 23/07/2021 by Online Payment Ref RVW							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SECUR Secur-80 Ltd							
6723/12836/annual charges	07/07/2021	6723	1	144.00	0.00	144.00	0.00
Authorised: <b>mjw</b>							
					0.00	144.00	
Above paid on 23/07/2021 by Online Payment Ref SECUR							
SHRED IT Shred-it Ltd							
9504886974/12837/shredding ser	15/07/2021	9504886974	1	138.67	0.00	138.67	0.00
Authorised: <b>mjw</b>							
					0.00	138.67	
Above paid on 23/07/2021 by Online Payment Ref SHREDIT							
SOCIETY Society of London Theatre							
OP/0072146/12854/gift cards	05/07/2021	OP/0072146	1	65.80	0.00	65.80	0.00
Authorised: <b>cs</b>							
					0.00	65.80	
Above paid on 23/07/2021 by Online Payment Ref SOCIETY							
SPIRAL Spiral Colour							
36425/12838/cenotaph signs	13/07/2021	36425	1	78.00	0.00	78.00	0.00
Authorised: <b>jm</b>							
					0.00	78.00	
Above paid on 23/07/2021 by Online Payment Ref SPIRAL							
ST St John's Community Centre							
202104/12851/meals on wheels	21/07/2021	202104	1	580.00	0.00	580.00	0.00
Authorised: <b>dm</b>							
202105/12852/meals on wheels	21/07/2021	202105	1	518.00	0.00	518.00	0.00
Authorised: <b>dm</b>							
					0.00	1,098.00	
Above paid on 23/07/2021 by Online Payment Ref ST							

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Entered Month 4  
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALKECHEM Talke Chemical Company Limited							
66324/12839/bin bags	09/07/2021	66324	1	384.00	0.00	384.00	0.00
Authorised: <b>rb</b>							
					0.00	384.00	
Above paid on 23/07/2021 by Online Payment Ref TALKECHEM							
THOMSON Thomson Planning Partnership Ltd							
63/012/AT/016/12840/N/Plan wor	05/07/2021	63/012/AT/016	1	198.00	0.00	198.00	0.00
Authorised: <b>dm</b>							
					0.00	198.00	
Above paid on 23/07/2021 by Online Payment Ref THOMSON							
TOP Top Nosh							
45/12841/Gingerbread CIC	19/07/2021	45	1	10.00	0.00	10.00	0.00
Authorised: <b>ji</b>							
					0.00	10.00	
Above paid on 23/07/2021 by Online Payment Ref TOP							
WATER4765 Water Plus Ltd							
CRN01265349/12842/unmetered	19/06/2021	CRN01265349	1	-20.00	0.00	-20.00	0.00
Authorised: <b>svs</b>							
06652385/12843/unmetered water	03/07/2021	06652385	1	393.96	0.00	393.96	0.00
Authorised: <b>svs</b>							
					0.00	373.96	
Above paid on 23/07/2021 by Online Payment Ref WATER4765							
WESTWALLAS West Wallasey Contract Hire							
CH193472/12844/lease vans	09/07/2021	CH193472	1	3,427.85	0.00	3,427.85	0.00
Authorised: <b>rb</b>							
					0.00	3,427.85	
Above paid on 23/07/2021 by Online Payment Ref WESTWALLAS							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WHITE White Ribbon UK							
1183/12845/accreditation fees	02/07/2021	1183	1	300.00	0.00	300.00	0.00
Authorised: <b>jm</b>							
					0.00	300.00	
Above paid on 23/07/2021 by Online Payment Ref WHITE							
WHITEHURST Whitehursts Agricultural & Builders							
20740/12848/recharge HCPC	01/07/2021	20740	1	4.80	0.00	4.80	0.00
Authorised: <b>rb</b>							
20741/12846/recharge HCPC	01/07/2021	20741	1	35.88	0.00	35.88	0.00
Authorised: <b>rb</b>							
20742/12847/recharge PPC	01/07/2021	20742	1	6.58	0.00	6.58	0.00
Authorised: <b>rb</b>							
					0.00	47.26	
Above paid on 23/07/2021 by Online Payment Ref WHITEHURST							
Total Purchase Ledger Payments					0.00	28,225.44	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ADPROFILE    A D Profile Ltd							
1037/12855/olympic window	21/07/2021	1037	1	200.00	0.00	200.00	0.00
Authorised: <b>mh</b>							
					0.00	200.00	
Above paid on 30/07/2021 by Online Payment Ref ADPROFILE							
ALPHATYRES    Alpha and Street Legal Tyres Ltd							
15483/12856/van tyre repair	15/07/2021	15483	1	18.00	0.00	18.00	0.00
Authorised: <b>rb</b>							
					0.00	18.00	
Above paid on 30/07/2021 by Online Payment Ref ALPHATYRES							
CAVERN    Cavern Protective Clothing							
18845/12857/s/scape PPE	09/07/2021	18845	1	105.60	0.00	105.60	0.00
Authorised: <b>rb</b>							
18848/12859/P pool PPE	22/07/2021	18848	1	416.40	0.00	416.40	0.00
Authorised: <b>mjlw</b>							
18849/12858/S scape PPE	22/07/2021	18849	1	80.40	0.00	80.40	0.00
Authorised: <b>rb</b>							
					0.00	602.40	
Above paid on 30/07/2021 by Online Payment Ref CAVERN							
CHESHEAST    Cheshire East Council							
11700027344/12860/Prem licence	26/07/2021	11700027344	1	295.00	0.00	295.00	0.00
Authorised: <b>jm</b>							
					0.00	295.00	
Above paid on 30/07/2021 by Online Payment Ref CHESHEAST							
FOUR    Four Oaks Nurseries Ltd							
114078/12861/grit & plants	20/07/2021	114078	1	141.00	0.00	141.00	0.00
Authorised: <b>rb</b>							
					0.00	141.00	
Above paid on 30/07/2021 by Online Payment Ref FOUR							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GEOXPHERE    GeoXphere Ltd							
00EQ043-0005/12865/Annual Fee	22/07/2021	00EQ043-0005	1	534.58	0.00	534.58	0.00
Authorised: <b>dm</b>							
					0.00	534.58	
Above paid on 30/07/2021 by Online Payment Ref GEOXPHERE							
KCL            Keeling Catering Engineers Ltd							
60720/12862/Oven service	21/07/2021	60720	1	192.00	0.00	192.00	0.00
Authorised: <b>mjw</b>							
					0.00	192.00	
Above paid on 30/07/2021 by Online Payment Ref KCL							
LANDSCAPE    Landscape Supply Company							
101904/12863/cable ties, glove	22/07/2021	101904	1	113.40	0.00	113.40	0.00
Authorised: <b>rb</b>							
					0.00	113.40	
Above paid on 30/07/2021 by Online Payment Ref LANDSCAPE							
LEGAL            Legal & General Assurance Society							
022/12864/III health insurance	01/04/2021	022	1	6,408.65	0.00	6,408.65	0.00
Authorised: <b>svs</b>							
					0.00	6,408.65	
Above paid on 30/07/2021 by Online Payment Ref LEGAL							
RJSIGNS        R J Signs and Graphics							
15142/12867/olympic vinyl	26/07/2021	15142	1	292.03	0.00	292.03	0.00
Authorised: <b>mh</b>							
					0.00	292.03	
Above paid on 30/07/2021 by Online Payment Ref RJSIGNS							
TALKECHEM    Talke Chemical Company Limited							
66327/12868/nitrile gloves	26/07/2021	66327	1	257.40	0.00	257.40	0.00
Authorised: <b>rb</b>							
					0.00	257.40	
Above paid on 30/07/2021 by Online Payment Ref TALKECHEM							
Total Purchase Ledger Payments					0.00	9,054.46	