



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

18th November 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 25th November 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
beartown
where friends are made

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

Tel: **01260 270350**

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



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 30th September 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.

- **Review of Grants and Funding Policy – This item is scheduled for the Finance and Policy Committee on 27th January 2022**

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 31st October 2021.

8. New Applications for Financial Assistance (Enclosed)

- **Grant Ref 07/2122 St Peter’s Church Parish of Congleton**
- **Grant Ref 08/2122 Congleton Rotary Club**
- **Grant Ref 09/2122 Cheshire Police/PCSO**
- **Grant Ref 10/2122 3rd Congleton Brownies and 2nd Congleton West Rainbows**

9. New Grant Activities Monitoring Forms (Enclosed)

9.1- To receive the New Grant Activities Monitoring Form from Congleton Live CIC Ltd (Congleton Jazz and Blues)

10. Management Accounts (Enclosed)

To receive and consider the Management Accounts as at 30th September 2021.

11. Bank Reconciliation (Enclosed)

To receive and consider the bank reconciliation as at 30th September 2021.

12. Savings Account Balances (Enclosed)

1: Note the update of re-investment.

2: Receive the Savings Accounts balances to 30th September 2021.

13. List of Payments (Enclosed)

To receive and approve the Payments lists between 1st August and 30th September 2021.

14. Review of Financial Regulations (Enclosed)

To review recent changes made to the Financial Regulations and clarify points raised at the Council meeting held on 21st October 2021.

15. Budget and Precept 2022-23 (Enclosed)

1: To approve the budget and precept requirement of £996,333 for 2022/23 and to recommend this to Council on 9th December 2021 for approval.

2: To approve the Ear Marked Reserve Movements and proposed spends and to recommend this to Council on 9th December 2021 for approval.

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 30th September 2021

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

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 30th September 2021](#)

PRESENT Committee members:

Cllr Robert Douglas (Chair)
Cllr Russell Chadwick (Vice Chair)
Cllr Jean Parry
Cllr J Smith
Cllr R Moreton

Non-committee member/s: Cllr Kay Wesley

Also present:

Congleton Town Council Officers:

- David McGifford (Chief Officer)
- Serena Van Schepdael (Responsible Financial Officer)
- 1 Member of the press

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:

Cllr D Brown
Cllr S Akers Smith
Cllr D Amies
Cllr P Duffy
Cllr G Hayes
Cllr D Murphy (Mayor)

1. Minutes of Previous Meetings

FAP/25/2122 RESOLVED to approve the [minutes of the Finance & Policy Committee held on 29th July 2021.](#)

2. Declarations of Interest

Cllr Rob Moreton declared a non-pecuniary interest on any matters relating to Cheshire East Council.

3. Outstanding Actions

There were no outstanding actions from previous meetings.

4. Questions from Members of the Public

There were no questions from members of the public.

5. Urgent Items

There were no urgent items raised at the meeting.

6. Grant Approvals and Commitments 2021/22

FAP/26/2122 RESOLVED to receive the statement showing the current position as at 31st July 2021.

7. New Applications for Financial Assistance

FAP/27/2122 RESOLVED to award the following grants:

- **Grant ref GR06/2122 – Heath View Garden Residents** - £250 towards plants and pots for a planting project.
- **Grant ref GR07/2122 – The Green Tree House** - £2,000 towards the purchase of subsidised stock for their social supermarket.

8. New Grant Activities Monitoring Forms

There were no New Grant Activities Monitoring forms received.

Action: To promote and market the Council Grant Scheme

9. Review and Amendments to the Financial Regulations

FAP/28/2122 RESOLVED to approve the updates to the Financial Regulations and to recommend the updates and changes to Council on 21st October 2021 for inclusion in the Council's constitution.

10. Artifacts and Treasures Revaluations

FAP/29/2122 RESOLVED to receive the updated revaluations on the Council's Artifacts and Treasures.

11. Notice of Conclusion of Audit for 2021

FAP/30/2122 RESOLVED to receive the final audit for year ending 31st March 2021 from the External Auditors and to recommend to Council on 21st October 2021 for approval.

12. Bonfire and Fireworks Display

FAP/31/2122 RESOLVED to approve to underwrite the costs for the Annual Rotary Bonfire Display, and to recommend this to Council on 21st October 2021 that in the event of any losses Council approve the spend from Ear Marked Reserves of up to £5,000.

13. First Floor Improvement Grant

FAP/32/2122 RESOLVED to agree the proposal and in accordance with our Financial Regulations, recommended this to Council for approval along with the request for Council to approve spends from the relevant Budget line/Ear Marked Reserve.

14. Direct Debit and BACS approval

FAP/33/2122 RESOLVED to:

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

15. Management Accounts

FAP/34/2122 RESOLVED to receive and consider the Management Accounts 31st July 2021.

16. Bank Reconciliation

FAP/35/2122 RESOLVED to receive and consider the bank reconciliation as at 31st July 2021.

17. Savings Account Balances

FAP/36/2122 RESOLVED to receive and consider the Savings Account balances as at 31st July 2021.

18. List of Payments

FAP/37/2122 RESOLVED to receive and approve the Payments lists between 1st July and 31st July 2021.

**Cllr Robert Douglas
(Chair)**

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

Date Grant Approved	To	For	Grant Ref	Section	Minute Reference	Approved EMR b/fwd £	Approved 21/22 £	Paid £	Outstanding £	Date Paid
	Subsidised Use of Town Hall						4500.00	0.00	4500.00	
10/01/2019	230 Squadron Air Cadets	Contribution towards minibus		Gpoc	FAP/54/1819	500.00			500.00	
12/09/2019	Cong URC	Contribution to new kitchen		Gpoc	FAP/13/1920	1000.00			1000.00	
13/02/2020	Friends of Congleton Park	Contrib Brass on the Grass		Gpoc	FAP/52/1920	200.00			200.00	
13/02/2020	Congleton Pride Charitable Trust	Contrib to Pride Event		Gpoc	FAP/52/1920	700.00		700.00	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	0.00	
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	26/06/2021
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	350.00	100.00	29/10/2021
30/09/2021	Heath View Residents	Plants and materials	GR06/2122	Gpoc	FAP/27/2122		250.00		250.00	
30/09/2021	Green Tree House	Social Supermarket	GR07/2122	Gpoc	FAP/27/2122		2000.00	1,760.00	240.00	29/10/2021
Totals						8354.00	8654.75	5787.44	11221.31	
	EMR b/fwd					£8,354.00				
	Budget 21/22					£19,500.00				
	Total approved to date					£17,008.75				
	Total money still available for grants					£10,845.25				



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	Applicant(s):	Pauline Drew
1.2	Representing:	St. Peter's Church Parish of Congleton
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	St. Peter's Tower clock maintenance and flagpole replacement
1.6	Project Objectives:	To keep the clock, which can be seen from many areas of the town, in good working order. To maintain the facility to fly flags including the town flag and the town pennant.
1.7	Brief Project Description:	Annual maintenance of the clock carried out by Smith of Derby 6 th June 2021. Flagpole damaged beyond repair in January 2021 storms. Replaced by the church in June 2021
1.8	Details accounts/budgets	Church accounts can be supplied if required

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£3575.86 (clock £370.20 Flagpole £3, 319.68)
2.2	Total contribution sought:	£1006. (Clock £256, flagpole £750 – church paid £1000 for replacement of the flagpole – the balance met by our insurance.
2.3	What will the money be spent on?	Servicing of the tower clock and replacement of the flag pole

1006	Any ongoing costs:	Annual clock service.
2.5	Details of <i>confirmed match funding include source</i> Cash: In kind:	This grade 1 listed civic town church is maintained by direct giving from the congregation. Since 2014 the congregation has raised £542000 from grants, fund raising and direct giving to restore the roof and nave ceiling of St. Peter's and repairs to the tower and in 2020 spent a further £23,000 on a pilot restoration of one of the gallery windows to inform future restoration of a further 13 gallery windows. Our vision is to ensure this significant building is fit for future generations for both worship and community. We are currently engaged with our architect in planning for future restoration work and the updating of facilities. Countless hours of volunteer time have been freely given. The church will reclaim the VAT on the clock maintenance via the Listed Places of Worship scheme. Our resources will meet the remaining £250 of the flagpole costs.
2.6	Resources needed:	£1256 + vat reclaim
2.7	Estimated timescale of project from start to finish:	Completed June 2021

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The tower and clock face can be seen from many areas of the town. St. Peter's is Congleton's town church. It is used for Civic services throughout the year and attracts visitors to the town. The congregation is pleased to be involved in town events and to offer use of the church wherever possible. St. Peter's clock is used to strike 11am at the Remembrance Day parade. The tower with its flagpole and clock is part of the unique landscape of the town and can be seen from every approach. We are proud to fly the town flag and the town pennant as well as the Union flag and the Diocesan flag. If asked we will be pleased to fly any special flags for the 750 th celebrations. St. Peter's is the only grade 1 listed building in the town centre and has been identified as one of 300 major parish churches in England. The efforts of the congregation to ensure its future viability as a place of worship and community building are supported by Historic England, the Church Building Council and the National Churches Trust. We have recently raised nearly £700 for the Mayor's charities during the National Heritage Open Days
3.2	Are there similar services/projects provided in the area	N/A

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	The clock continues to keep good time. The Bell Tower Captain looks after the clock and organises the flying of the flags. The flags will be seen from every approach to the town and add significance to important occasions.
4.2	<i>Describe how you will promote the Town Council in your project</i>	We will acknowledge the continuing support of the Town Council in our publicity, displays and grant applications .

Signature: *Pauline Drew*

Date: *5.10 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.



Congleton Town Council

Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	[REDACTED]	GR08/2122
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1.1	Applicant(s):	[REDACTED]
1.2	Representing:	Congleton Rotary Club
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	SWIMATHON 2022
1.6	Project Objectives:	To strengthen our ties with the local community & to raise money to distribute locally.
1.7	Brief Project Description:	Rotary's annual major fundraiser involving all local schools, youth organisation & many adult clubs & church's.
1.8	Details accounts/budgets	Hire of Biddulph swimming pool Event promotion, prizes, refreshments for swimmers - Friday PM Saturday PM & Sunday AM - new counting boards

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1,000
2.2	Total contribution sought:	£450
2.3	What will the money be spent on?	Towards the overall costs due to the lack of fundraising Rotary has been unable to do since 03/20.

2.4	Any ongoing costs:	No
2.5	Details of confirmed match funding include source Cash: ✓ In kind:	£550 from Rotary
2.6	Resources needed:	We are self-contained
2.7	Estimated timescale of project from start to finish:	March 11/12/13 2022

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	All the money raised by swimmers will be donated back into our community with 50% going back to the swimmers clubs.
3.2	Are there similar services/projects provided in the area	No

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	We hope to raise in excess of £6,000. Our Swimsathon A/c's are available for all to see.
4.2	Describe how you will promote the Town Council in your project	If our bid is successful we will promote CTC as our main sponsor in local media / website / Facebook / Twitter / etc

Signature:



23/10/21 Date:

Rotary
Club Secretary

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.

Rotary Congleton October 2021 Charity Balance Sheet

PROJECTS 2021 / 2022 Balance Sheet	LEADER	APPROVED	ALLOCATED	SPENT	BALANCE	DATE PAID
Dictionaries 4 Life x 400 2021 given to all Congleton year 6 leavers	Rachel	05/10/2020	£1,400.00	£1,386.00	£14.00	08/12/2020
Dictionaries 4 Life 2022	Rachel	04/01/2021	£1,500.00		£1,500.00	
Advertising events	John G	01/10/2020	£200.00		£200.00	
Stars of the future in schools	Eric	07/12/2020	£500.00		£500.00	
Young Chef competition	Eric	04/01/2021	£250.00			
Young Artist competition	Rod	04/01/2021	£500.00			
Young Photographer competition	John G	04/01/2021	£250.00		£250.00	
Youth Speaks competition	Eric	04/01/2021	£130.00	£30.00	£100.00	
Bonfire Reserve inc £50 prize for each Guy competition	Brian	04/01/2021	£8,000.00	£893.39	£7,106.61	
Nursing / Care Homes Christmas Presents	Doug	06/09/2021	£500.00		£500.00	
Aquabox. Haiti earthquake appeal	David	06/09/2021	£500.00	£510.63		
Swimathon	Eric	04/10/2021	£550.00		£550.00	
			£14,280.00	£2,820.02	£10,720.61	
Charity Bank Account Balance		21,613.10				
Allocated		10,720.61				
Bonfire Expenses		600.00				
Garden Party expenses		200.00				
Rotary Foundation charity		850.76				
Rotary End Polio Now charity		425.39				
Sub Total		8,816.34				
Last Night of the Proms		782.50				
Legacy from former member Evelyn Godley		1,000.00				
Total available for donation to local charities & good causes		10,598.84				



Congleton Town Council

Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR09/2122
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1.1	Applicant(s):	PCSO Amy Heath
1.2	Representing:	Cheshire Police
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	Drink Spiking Prevention
1.6	Project Objectives:	To help prevent anyone drinking a spiked drink. To be able to quickly identify whether a drink has any drugs in it before being drank.
1.7	Brief Project Description:	Cheshire Police and Congleton Beat Team are looking at ways in which we can help prevent anyone becoming a victim of drink spiking due to the incidents we have had in Congleton Town Centre. We are looking to purchase drink spiking test kits for across Cheshire East with a third of these coming to Congleton and these will be given out to 6 th Form students, the Police will distribute some, some given to bars and clubs and street pastors and anywhere else that may be suitable to be distributed.
1.8	Details accounts/budgets	

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£3000
2.2	Total contribution sought:	£1000
2.3	What will the money be spent on?	The money will be spent on purchasing drink spiking test kits which will be able to detect the common drugs used in spiking.

2.4	Any ongoing costs:	No ongoing costs, one off purchase of the kits.
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	To be confirmed but Cheshire Police will more than likely be funding the rest of the project.
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	From receiving the kits to delivery of them – 4 weeks

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The residents will feel safer out in the pubs and clubs if they are able to test their drink beforehand. They will understand that we are trying to help prevent these incidents from happening.
3.2	Are there similar services/projects provided in the area	No

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Problem Solving Package, recorded data. PS Paul Brunton will carry out the evaluation
4.2	Describe how you will promote the Town Council in your project	Advertised on Social media, local paper, pubwatch, and Police intranet

Signature: Amy Heath

Date: 07/11/2021

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.



Congleton Town Council

Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	
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1.1	<i>Applicant(s):</i>	
1.2	<i>Representing:</i>	
1.3	<i>Email Address:</i>	
1.4	<i>Tel No.</i>	
1.5	<i>Project Title:</i>	
1.6	<i>Project Objectives:</i>	
1.7	<i>Brief Project Description:</i>	
1.8	<i>Details accounts/budgets</i>	

Part 2: Cost Details / Resources / Timescale

2.1	<i>Total Cost of Project:</i>	
2.2	<i>Total contribution sought:</i>	
2.3	<i>What will the money be spent on?</i>	

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

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	
3.2	Are there similar services/projects provided in the area	

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation? ?	
4.2	Describe how you will promote the Town Council in your project	

Signature: K Smith

Date: 16 November 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.



Town Council Grant

Activities Monitoring Form

1. Contact Details

Organisation name:	Congleton Live CIC Ltd		
Address:	[REDACTED]		

2. Grant Information

Grant Reference Number:	Project total cost (exc volunteer time)	For this grant request	Balance
Total project cost:	£13,406	£2,328	£11,080

Receipts Attached? Yes ☒ No ☐ Receipt Amount: £1,938

Please list receipts below:

£331 FullColour
£95 Fullcolour
£348 Congleton Chronicle
£102 StusLoos
£221 Showtime Insurance (PLI)
£150 AD Profile Merchandise
£63 QR Code
£205 Lamb Inn (Artist Accommodation)
£300 Physic Garden Artist fees (John Dhali/Sinnini)
£28 TLC Cables ties
£1938

Not shown

£200 Artist additional Fee (Jim Kirkpatrick)
£130 Website/url Fees (Wix/123 reg)
£60 Town Boards
£390

3. Project Information

When did the project commence?	Feb 2021	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, how will this be used?		

Please explain how the grant money was used:

The grant funding went towards promotion costs.

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

Congleton Jazz and Blues is a very well attended (and anticipated) event which breathes great community spirit into Congleton. Its relevance as a community boost to the Town after 18 months of Lockdown was greater than ever.

Project key objectives are to contribute to town centre sustainability and the community spirit of local people; anecdotal evidence demonstrates that there is a lot of anticipation in the community before the event; during the event there is anecdotal evidence of large numbers of people promenading the Town Centre enjoying music and the wide selection of venues and their wares, and this accompanied by the well-being of community spirit, a great atmosphere in town, bumping into old friends and making new ones.

This year the organisers used a number of outdoor events to allow those people who may have felt vulnerable in an indoor environment, at the time of the festival, we had only been out of full lockdown for a few weeks.

The festival was enjoyed by people from other local and regional towns despite to the local only advertising as agreed with Cheshire East and the Town Council.

4. Promotion

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

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

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

Please state how (i.e. on your website, event programme, tickets, etc)

On web site

On Web site, in the programme and leaflets, and in our press releases.

5. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

The Town Council were very speedy in their response to our request.

How did you apply? Online ☐ Email ☒ Post ☐

Do you feel that you understood the process? Yes ☒ No ☐

Please rate the following elements:

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	25 th November 2021 7.00PM	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	10 Management accounts to 30th September 2021		
Background	Variance analysis for the period 1 st April to 30 th September 2021 to accompany the attached spreadsheets in Appendix 10.1		
Updates	<p>These figures cover the period 1st April to 30th September 2021, which equates to 50% of the annual budget.</p> <p><u>Finance and Policy Committee</u></p> <p><u>Corporate Management</u> Currently at 47% expenditure.</p> <ul style="list-style-type: none">• Insurance: 101% which is due to increase due to revaluations of contents and the Town Hall.• Telephone/Internet: Upgrade to the system required for increase in lines.• Recruitment Advertising: Higher requirement. <p><u>Democratic/Civic</u> Currently at 47% expenditure. No points to raise.</p> <p><u>Grants</u> Currently 81% expenditure.</p> <ul style="list-style-type: none">• £10,845 Community Grants remains available for the remainder of this financial year. <p><u>Community and Environment Committee</u> Currently at 43% expenditure. Floral display currently showing 107%, this is due to income lower than budgeted.</p> <p><u>Town Hall, Assets and Services Committee</u> Currently at 60% expenditure.</p> <ul style="list-style-type: none">• Paddling Pool- Currently at 90% expenditure, the pool opened 16th August 2021 and closed on 12th September 2021.• Town Hall – Income for Grand Hall at 65% due to hiring of Grand Hall for Covid Vaccination role out. Bookings are now being taken for the Town Hall.		

	<ul style="list-style-type: none"> • 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. • Streetscape: 64% Net expenditure overall. Wages and Agency Staff cost are at 53%, Insurance over due to revaluations. General expenditure, Cleaning and Protective are higher than expected due to day to day requirements. <p><u>Capital</u> Capital is shown to enable the management accounts to balance to the budget figure. The first payment towards the loan has been made.</p> <p><u>Staffing Costs</u> Staffing costs at 48%, in line with budget.</p>
Decision Requested	To receive the Management Accounts to 30 th September 2021

Congleton Town Council
Management Accounts 2021
September 2021
Expected spending for M6 is 50%

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<u>Finance and Policy Committee</u>				
Corp Management				
Staff Costs (re-allocated)	77,875	165,881	88,006	47%
Travel	0	500	500	0%
Training / Conferences	1,623	3,000	1,377	54%
Rent Payable	8,508	17,017	8,509	50%
Miscellaneous Office Costs	471	1,660	1,189	28%
Telephone/Fax/Internet	1,680	920	-760	183%
Postage	339	2,620	2,281	13%
Stationery & Printing	1,282	2,900	1,618	44%
Subscriptions & Publications	2,846	4,200	1,354	68%
Insurance	9,128	9,000	-128	101%
Computer/IT Costs	8,312	13,130	4,818	63%
Photocopy Charges	616	2,300	1,684	27%
Recruitment Advertising	872	500	-372	174%
Other Advertising	70	300	230	23%
Bank Charges	478	1,000	522	48%
Audit Fees - External	2,000	2,000	0	100%
Audit Fees - Internal	0	1,335	1,335	0%
Accountancy Support	1,628	5,000	3,372	33%
Legal & Professional fees	737	6,900	6,163	11%
HR & H&S support	2,656	4,500	1,844	59%
Central Overheads reallocated	-34,749	-61,561	-26,812	56%
Corporate Management:-Expenditure	86,372	183,102	96,730	47%
Interest Receivable	-23	-1,500	-1,477.00	2%
Corporate Management :- Income	-23	-1,500	-1,477	2%
Net Expenditure over Income	86,349	181,602	95,253	48%
<u>Civic</u>				
Staff Costs (re-allocated)	14,652	30,392	15,740	48%
Training / Conferences	438	1,800	1,362	24%
Stationery & Printing	38	500	462	8%
Marketing/Promotions	790	1,000	210	79%
Council Newsletter	4,124	6,200	2,076	67%
Council Website	910	2,000	1,090	46%
Mayor's Allowance	3,000	3,000	0	100%
Members Expenses	0	200	200	0%
Civic Expenses	808	5,000	4,192	16%
Civic Regalia	60	250	190	24%
Hall & Room Hire	1,771	6,000	4,229	30%
Civic Artefacts and Treasures	108	500	392	22%
Central Overheads reallocated	1,464	2,593	1,129	56%
Civic:-Expenditure	28,163	59,435	31,272	47%
Grants <u>Grants</u>	46,988	57,833	10,845	81%
F&P Income - Expenditure Totals	161,500	298,870	137,370	54%
<u>Community and Environment Committee</u>				
212 Propagation Unit	0	1,000	1,000	0%
215 Floral Displays	13,141	12,250	-891	107%
241 Allotments	62	1,250	1,188	5%
301 Congleton Partnership	17,777	35,554	17,777	50%
302 Community Development	54,427	117,351	62,924	46%
303 Crime Reduction/CCTV	17,867	48,650	30,783	37%
305 Christmas Fayre/lights	44	16,000	15,956	0%
310 Neighbourhood Plan	0	0	0	0%
315 Covid 19	9,696	0	-9,696	0%
Donations and transfer from Covid 19 EMR	-9,696	0	9,696	0%
321 Tourism	1,075	5,000	3,925	22%
341 Youth and Young People	136	2,000	1,864	7%
351 Luncheon Club	3,158	9,000	5,842	35%
C,E &S Income - Net Expenditure Totals	107,687	248,055	140,368	43%
<u>Town Hall, Assets and Services Committee</u>				
	Actual Year	Current	Variance	% of

	To Date	Annual Budget	Annual Total	Budget	
<u>Paddling Pool</u>	24,729	27,558	2,829	90%	
<u>Town Hall</u>					
Town Hall - Expenditure	85,527	203,450	117,923	42%	
Town Hall - Income	-35,418	-117,600	-82,182	30%	
Net Expenditure over Income	50,109	85,850	35,741	58%	
<u>Congleton Information Centre</u>					Notes
CEC Support Grant	-16,500	-33,000	-16,500	50%	
Sales Income: Third Party Ticket sales	-12,221	0	12,221		
Sales Income	-4,204	0	4,204		
Direct expenditure	1,884	67,403	65,519	3%	
Third Party Ticket expenditure	8,072		-8,072		
Expenditure: Staff	24,638		-24,638		
Expenditure	7,844		-7,844		
Net Expenditure over income	9,513	34,403	24,890	28%	
<u>Public Toilets</u>	3,769	10,250	6,481	37%	
<u>Cenotaph</u>	90	250	160	36%	
<u>Streetscape</u>					
Streetscape Expenditure	321,325	590,734	269,409	54%	
Streetscape - Income CEC	-186,351	-372,702	-186,351	50%	
Streetscape - External work income	-5,789	-15,000	-9,211	39%	
Streetscape - Other	-24	0	24		
Streetscape - Misc Income	-450	-900	-450	50%	
	-192,614	-388,602	-195,988	50%	
Net Expenditure over Income	128,711	202,132	73,421	64%	
<u>Town Hall, Assets and Services - Net Expenditure</u>	216,921	360,443	143,522	60%	
<u>Capital</u>	35,889	46,778	10,889	77%	
<u>Total Net Expenditure</u>	521,997	954,146	432,149	55%	
Staff Costs	422,199	887,343	465,144	48%	

Reserves as at 31st August 2021

310	General Reserve	226,244
318	Capital Equipment Fund	27,305
320	Capital Contingency Fund	436,686
321	EMR Elections	20,000
322	EMR Covid 19 Fund	10,575
324	EMR Crime Prevention/Traffic calming	7,357
327	EMR Business Recovery Fund	11,460
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	9,011
345	EMR Cenotaph	11,777
346	EMR Rotary Bonfire	5,000
348	EMR Civic	1,000
		845,707

Date: 19/10/2021

Congleton Town Council

Page 1

Time: 15:57

User: ST

Bank Reconciliation Statement as at 30/09/2021
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	30/09/2021	892	56,325.20
			56,325.20
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			56,325.20
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			56,325.20
			56,325.20
			0.00

Balance per Cash Book is :-

Difference is :-

[Signature]

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy										
MEETING DATE AND TIME	25 th November 2021 7.00PM	LOCATION	Congleton Town Hall								
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer										
AGENDA ITEM	12										
REPORT TITLE	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> The Cambridge & Counties 1 year fixed rate account matured on 8 th November 2021, the funds have been re-invested with Cambridge & Counties Bank for a further year with an expected interest rate of 1.20%. Interest received for the period 6 th November 2020 to 8 th November 2021 was £1734.45, expected interest for the next maturity date is £1800. Balances as at 30 th September 2021 <table><tr><td>Business Reserve Account</td><td>£ 1,066,149.12</td></tr><tr><td>Cambridge and Counties 1 year fixed deposit</td><td>£ 150,000.00</td></tr><tr><td>CCLA Deposit</td><td>£ 150,000.00</td></tr><tr><td><u>Total</u></td><td><u>£ 1,366,149.12</u></td></tr></table>			Business Reserve Account	£ 1,066,149.12	Cambridge and Counties 1 year fixed deposit	£ 150,000.00	CCLA Deposit	£ 150,000.00	<u>Total</u>	<u>£ 1,366,149.12</u>
Business Reserve Account	£ 1,066,149.12										
Cambridge and Counties 1 year fixed deposit	£ 150,000.00										
CCLA Deposit	£ 150,000.00										
<u>Total</u>	<u>£ 1,366,149.12</u>										
Decision Requested	To 1: Note the update of re-investment 2: Receive the Savings Accounts balances to 30 th September 2021.										

List of Payments made between 01/08/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2021	Prism Solutions	dd	118.91		66167/12866/call charges
02/08/2021	Cheshire East Council	DD	2,739.00		Town Hall Business Rates
06/08/2021	BACS P/L Pymnt Page 2662	BACS Pymnt	6,772.81		BACS P/L Pymnt Page 2662
10/08/2021	Purchase Power	dd	398.35		BI309311/12995/inkjet print DM
11/08/2021	HM Revenue & Customs PAYE	DD	26,842.79		VAT
13/08/2021	BACS P/L Pymnt Page 2666	BACS Pymnt	3,596.39		BACS P/L Pymnt Page 2666
16/08/2021	West Mercia Energy	dd	1,562.61		11124625/12873/P toilet elec
16/08/2021	Bankline	BACS	80.40		bank charges
18/08/2021	CTC	BACS	72,702.37		CTC - payroll
20/08/2021	BACS P/L Pymnt Page 2670	BACS Pymnt	3,051.67		BACS P/L Pymnt Page 2670
20/08/2021	RBS Autopay	BACS	10.19		bank charges
20/08/2021	Congleton Pride	BACS	700.00		Grant FAP/52/1920
23/08/2021	EE Ltd	dd	171.70		01287235876/13023/call charges
25/08/2021	Prism Solutions	dd	1,709.29		144869/12997/IT support
27/08/2021	BACS P/L Pymnt Page 2672	BACS Pymnt	21,875.15		BACS P/L Pymnt Page 2672
27/08/2021	B Cope	BACS	7.36		greeting cards - cic
27/08/2021	BACS P/L Pymnt Page 2680	BACS Pymnt	8.64		BACS P/L Pymnt Page 2680
31/08/2021	Suez Recycling and Recovery UK	dd	292.30		32352736/12900/waste recycling
31/08/2021	RBS Credit Card	DD	920.00		030821/12981/various
01/09/2021	Prism Solutions	DD	116.21		66302/12951/call charges
01/09/2021	Cheshire East Council	DD	2,739.00		Town Hall rates
02/09/2021	West Mercia Energy	DD02SEP21	1,686.88		11129114/12975/Town Hall Gas
03/09/2021	BACS P/L Pymnt Page 2682	BACS Pymnt	6,714.97		BACS P/L Pymnt Page 2682
08/09/2021	Siba	BACS	400,000.00		Transfer
08/09/2021	Pitney Bowes Finance Ltd	dd	72.00		BL06252674/13162/quarterley re
10/09/2021	BACS P/L Pymnt Page 2685	BACS Pymnt	20,950.26		BACS P/L Pymnt Page 2685
10/09/2021	BACS P/L Pymnt Page 2688	BACS Pymnt	246.00		BACS P/L Pymnt Page 2688
10/09/2021	British Telecom	DD10SEP21	45.47		Q085XO/13020/call charges
10/09/2021	Purchase Power	dD	208.00		BI383570/12994/meter reset
15/09/2021	Bankline	BACS	76.30		Bankline charges
16/09/2021	West Mercia Energy	DD16SEP21	1,583.77		11131853/12980/P pool electr
17/09/2021	BACS P/L Pymnt Page 2691	BACS Pymnt	7,562.12		BACS P/L Pymnt Page 2691
17/09/2021	Congleton Town Council	BACS	75,220.13		Payroll
21/09/2021	RBS Autopay	BACS	9.89		Bank charges
21/09/2021	Congleton Town Council	008970	126.76		Petty Cash
23/09/2021	EE Ltd	Dd	212.08		01287265484/13143/charges
24/09/2021	BACS P/L Pymnt Page 2694	BACS Pymnt	16,016.44		BACS P/L Pymnt Page 2694
24/09/2021	CTC	BACS	8.00		Ticket refund CIC - Blackburn
27/09/2021	Prism Solutions	DD27SEP21	1,607.58		iT support monthly
28/09/2021	RBS Credit Card	dd	156.49		030921/13161/p pool, land sear
30/09/2021	Suez Recycling and Recovery UK	DD	292.30		32384231/13014/waste recycling
30/09/2021	public works load	DD	10,888.84		interest

Date: 04/11/2021

Congleton Town Council

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Time: 14:35

RBS Current/I Access Acct

List of Payments made between 01/08/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			<u>690,099.42</u>		

Linked to Cashbook 1

Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ATG ATG London Ltd							
<i>SISTV33778/12898/theatre ticke</i>	31/07/2021	SISTV33778	1	23.65	0.00	23.65	0.00
Authorised: ji							
					0.00	23.65	
Above paid on 06/08/2021 by Online Payment Ref ATG							
BESTCONNEX The Best Connection Group							
<i>3374377/12874/S/scape temp</i>	30/07/2021	3374377	1	787.13	0.00	787.13	0.00
Authorised: rb							
					0.00	787.13	
Above paid on 06/08/2021 by Online Payment Ref BESTCONNEX							
BOMFORD Bomford Office Products Ltd							
<i>89635/12876/office furniture</i>	21/07/2021	89635	1	660.00	0.00	660.00	0.00
Authorised: mh							
<i>89697/12875/office furniture</i>	28/07/2021	89697	1	95.76	0.00	95.76	0.00
Authorised: mh							
					0.00	755.76	
Above paid on 06/08/2021 by Online Payment Ref BOMFORD							
CHUBB Chubb Fire & Security Ltd							
<i>8867612/12878/CCTV contract</i>	26/07/2021	8867612	1	20.12	0.00	20.12	0.00
Authorised: mjw							
					0.00	20.12	
Above paid on 06/08/2021 by Online Payment Ref CHUBB							
CHWEST Cheshire West and Chester Council							
<i>12700025599/12877/DBS check</i>	29/07/2021	12700025599	1	60.00	0.00	60.00	0.00
Authorised: rb							
					0.00	60.00	
Above paid on 06/08/2021 by Online Payment Ref CHWEST							

Continued over page

Linked to Cashbook 1

Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CONCAR Congleton Carpets							
<i>4H/12879/DM office carpet</i>	09/07/2021	4H	1	624.00	0.00	624.00	0.00
Authorised: mjw							
					0.00	624.00	
Above paid on 06/08/2021 by Online Payment Ref CONCAR							
DANESIDE Daneside Theatre							
<i>270721/12880/theatre tickets</i>	27/07/2021	270721	1	333.45	0.00	333.45	0.00
Authorised: ji							
					0.00	333.45	
Above paid on 06/08/2021 by Online Payment Ref DANESIDE							
DCASSIST D C Assist Ltd							
<i>TH111/12881/toilet cleaning</i>	23/07/2021	TH111	1	187.50	0.00	187.50	0.00
Authorised: mjw							
<i>TH113/12882/toilet cleaning</i>	30/07/2021	TH113	1	187.50	0.00	187.50	0.00
Authorised: mjw							
					0.00	375.00	
Above paid on 06/08/2021 by Online Payment Ref DCASSIST							
EE EE Ltd							
<i>960527284/12883/SVS mobile</i>	20/07/2021	960527284	1	548.40	0.00	548.40	0.00
Authorised: dm							
<i>960529020/12884/credit</i>	23/07/2021	960529020	1	-120.00	0.00	-120.00	0.00
Authorised: dm							
					0.00	428.40	
Above paid on 06/08/2021 by Online Payment Ref EE							
JEWSON Jewson Limited							
<i>0767/00142275/12885/brackets</i>	19/07/2021	0767/00142275	1	30.17	0.00	30.17	0.00
Authorised: mjw							
<i>0488/00152430/12888/nuts/bolts</i>	22/07/2021	0488/00152430	1	16.99	0.00	16.99	0.00
Authorised: rb							
<i>0488/00152431/12887/drill bit</i>	22/07/2021	0488/00152431	1	8.94	0.00	8.94	0.00
Authorised: rb							
					0.00	56.10	
Above paid on 06/08/2021 by Online Payment Ref 0767/00122							

Continued over page

Linked to Cashbook 1

Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MACCLOCK Macclesfield Lock & Safe							
<i>947/12889/padlocks</i>	30/07/2021	947	1	445.20	0.00	445.20	0.00
Authorised: rb							
					0.00	445.20	
Above paid on 06/08/2021 by Online Payment Ref MACCLOCK							
NEWVIC New Vic Theatre							
<i>310721/12899/theatre tickets</i>	31/07/2021	310721	1	130.59	0.00	130.59	0.00
Authorised: ji							
					0.00	130.59	
Above paid on 06/08/2021 by Online Payment Ref NEWVIC							
SHARROCKS Sharrocks							
<i>367404/12890/hire of mower</i>	30/07/2021	367404	1	924.00	0.00	924.00	0.00
Authorised: rb							
					0.00	924.00	
Above paid on 06/08/2021 by Online Payment Ref SHARROCKS							
SLCC Society of Local Council Clerks							
<i>MEM234852-1/12891/membership</i>	01/06/2021	MEM234852-1	1	453.00	0.00	453.00	0.00
Authorised: dm							
					0.00	453.00	
Above paid on 06/08/2021 by Online Payment Ref SLCC							
SPIRAL Spiral Colour							
<i>36524/12892/In bloom banners</i>	30/07/2021	36524	1	1,029.60	0.00	1,029.60	0.00
Authorised: mh							
					0.00	1,029.60	
Above paid on 06/08/2021 by Online Payment Ref SPIRAL							
THREADFAST Threadfast Engineers 1984 Ltd							
<i>SIN110773/12893/panel pins etc</i>	29/07/2021	SIN110773	1	34.15	0.00	34.15	0.00
Authorised: rb							
<i>SIN110776/12894/sanding pads e</i>	29/07/2021	SIN110776	1	28.66	0.00	28.66	0.00
Authorised: rb							
					0.00	62.81	
Above paid on 06/08/2021 by Online Payment Ref THREADFAST							

Continued over page

Linked to Cashbook 1

Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TRAVIS Travis Perkins Trading Company Ltd							
3640AGV247/12895/slate	21/07/2021	3640AGV247	1	209.40	0.00	209.40	0.00
Authorised: rb							
					0.00	209.40	
Above paid on 06/08/2021 by Online Payment Ref TRAVIS							
WHITEHURST Whitehursts Agricultural & Builders							
21144/12897/wooden posts	29/07/2021	21144	1	54.60	0.00	54.60	0.00
Authorised: rb							
					0.00	54.60	
Above paid on 06/08/2021 by Online Payment Ref WHITEHURST							
Total Purchase Ledger Payments					0.00	6,772.81	

Linked to Cashbook 1

Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BESTCONNEX The Best Connection Group							
3370791/12902/S/scape temps Authorised: rb	23/07/2021	3370791	1	1,397.42	0.00	1,397.42	0.00
					0.00	1,397.42	
Above paid on 13/08/2021 by Online Payment Ref BESTCONNEX							
CITRON Citron Hygiene UK Ltd							
CN30099751/12903/disposal unit Authorised: mjw	01/07/2021	CN30099751	1	42.44	0.00	42.44	0.00
CN30107678/12904/disposal unit Authorised: mjw	31/07/2021	CN30107678	1	8.42	0.00	8.42	0.00
					0.00	50.86	
Above paid on 13/08/2021 by Online Payment Ref CITRON							
DJM DJM Nurseries							
1078314/12905/In Bloom flowers Authorised: rb	22/07/2021	1078314	1	23.90	0.00	23.90	0.00
1078315/12906/In bloom flowers Authorised: rb	30/07/2021	1078315	1	40.80	0.00	40.80	0.00
1078316/12907/In bloom flowers Authorised: rb	31/07/2021	1078316	1	39.90	0.00	39.90	0.00
					0.00	104.60	
Above paid on 13/08/2021 by Online Payment Ref DJM							
RELIABLE Reliable Property Services							
260721/12908/repaint grot spot Authorised: rb	26/07/2021	260721	1	270.00	0.00	270.00	0.00
					0.00	270.00	
Above paid on 13/08/2021 by Online Payment Ref RELIABLE							
SJS SJS Building Supplies Ltd							
00151231/12909/gravel in bloom Authorised: rb	30/07/2021	00151231	1	176.70	0.00	176.70	0.00
00151232/12910/slate in bloom Authorised: rb	30/07/2021	00151232	1	30.60	0.00	30.60	0.00
					0.00	207.30	
Above paid on 13/08/2021 by Online Payment Ref SJS							

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Linked to Cashbook 1

Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TSELECT T & S Electrical Limited							
2325/12911/de-fib park Authorised: ms	31/07/2021	2325	1	525.00	0.00	525.00	0.00
2326/12912/radiator DM offic Authorised: mjw	31/07/2021	2326	1	1,041.21	0.00	1,041.21	0.00
					0.00	1,566.21	
Above paid on 13/08/2021 by Online Payment Ref TSELECT							
Total Purchase Ledger Payments					0.00	3,596.39	

Linked to Cashbook 1

Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BEARVOICE Bear Town Voice Magazine							
BTV00649/12915/1/4 page advert	29/07/2021	BTV00649	1	70.00	0.00	70.00	0.00
Authorised: mh							
					0.00	70.00	
Above paid on 20/08/2021 by Online Payment Ref BEARVOICE							
PHS PHS Group							
68450515/12917/water mgm syste	31/07/2021	68450515	1	119.27	0.00	119.27	0.00
Authorised: mjw							
					0.00	119.27	
Above paid on 20/08/2021 by Online Payment Ref PHS							
PORTERS Porters Service Station Ltd							
0000763/12916/Vehicle fuel	31/07/2021	0000763	1	1,235.90	0.00	1,235.90	0.00
Authorised: rb							
					0.00	1,235.90	
Above paid on 20/08/2021 by Online Payment Ref PORTERS							
RBSSOFTWAR Rialtas Business Solutions							
SM23790/12918/omega support	01/07/2021	SM23790	1	807.60	0.00	807.60	0.00
Authorised: svs							
					0.00	807.60	
Above paid on 20/08/2021 by Online Payment Ref RBSSOFTWAR							
TALKECHEM Talke Chemical Company Limited							
66328/12919/Talke Chemical Com	27/07/2021	66328	1	174.96	0.00	174.96	0.00
Authorised: mjw							
					0.00	174.96	
Above paid on 20/08/2021 by Online Payment Ref TALKECHEM							
TSELECT T & S Electrical Limited							
2327/12920/public toilet works	31/07/2021	2327	1	643.94	0.00	643.94	0.00
Authorised: mjw							
					0.00	643.94	
Above paid on 20/08/2021 by Online Payment Ref TSELECT							
Total Purchase Ledger Payments					0.00	3,051.67	

Linked to Cashbook 1

Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ARCHER Archer Signs & Panels Ltd							
115345/12921/toilet signage Authorised: rb	11/08/2021	115345	1	75.30	0.00	75.30	0.00
					0.00	75.30	
Above paid on 27/08/2021 by Online Payment Ref ARCHER							
ATG ATG London Ltd							
SISTR34067/12983/tickets Authorised: ji	14/08/2021	SISTR34067	1	191.96	0.00	191.96	0.00
SISTV33783/12982/tickets Authorised: ji	21/08/2021	SISTV33783	1	61.97	0.00	61.97	0.00
					0.00	253.93	
Above paid on 27/08/2021 by Online Payment Ref ATG							
BESTCONNEC The Best Connection Group							
3377953/12922/S/scape temp Authorised: rb	06/08/2021	3377953	1	134.69	0.00	134.69	0.00
3381532/12923/S/scape temps Authorised: rb	13/08/2021	3381532	1	1,271.12	0.00	1,271.12	0.00
3385156/12924/S/scape temps Authorised: rb	20/08/2021	3385156	1	1,422.68	0.00	1,422.68	0.00
					0.00	2,828.49	
Above paid on 27/08/2021 by Online Payment Ref BESTCONNEC							
BOMFORD Bomford Office Products Ltd							
89865/12925/stationery Authorised: mh	23/08/2021	89865	1	119.89	0.00	119.89	0.00
89877/12926/toner cartridges Authorised: mh	23/08/2021	89877	1	212.40	0.00	212.40	0.00
89879/12927/stationery Authorised: mh	23/08/2021	89879	1	128.66	0.00	128.66	0.00
					0.00	460.95	
Above paid on 27/08/2021 by Online Payment Ref BOMFORD							

Linked to Cashbook 1

Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CCP Congleton Community Projects							
130821/12929/Play day support	13/08/2021	130821	1	170.00	0.00	170.00	0.00
Authorised: ms							
					0.00	170.00	
Above paid on 27/08/2021 by Online Payment Ref CCP							
CHRONICLE Heads Congleton Limited							
122224/12928/P/ship AGM ad	19/08/2021	122224	1	74.88	0.00	74.88	0.00
Authorised: ms							
					0.00	74.88	
Above paid on 27/08/2021 by Online Payment Ref CHRONICLE							
DALTON Mr T Dalton							
23082021/12931/covid supplies	23/08/2021	23082021	1	285.00	0.00	285.00	0.00
Authorised: rb							
					0.00	285.00	
Above paid on 27/08/2021 by Online Payment Ref DALTON							
DANESIDE Daneside Theatre							
110821/12930/Theatre ticket sa	11/08/2021	110821	1	261.25	0.00	261.25	0.00
Authorised: ji							
					0.00	261.25	
Above paid on 27/08/2021 by Online Payment Ref DANESIDE							
DCASSIST D C Assist Ltd							
DCA113/12954/toilet cleaning	09/08/2021	DCA113	1	187.50	0.00	187.50	0.00
Authorised: mjw							
					0.00	187.50	
Above paid on 27/08/2021 by Online Payment Ref DCASSIST							
FULL Full Media Ltd							
6283/12932/book sales	03/08/2021	6283	1	11.18	0.00	11.18	0.00
Authorised: ji							
					0.00	11.18	
Above paid on 27/08/2021 by Online Payment Ref FULL							

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Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GAWSWORTH Gawsworth Hall							
180821/12933/Ticket sales	18/08/2021	180821	1	3,011.85	0.00	3,011.85	0.00
Authorised: ji							
					0.00	3,011.85	
Above paid on 27/08/2021 by Online Payment Ref GAWSWORTH							
GREEN Green Contract Services Ltd							
379/2122/12934/asbestos flytip	17/08/2021	379/2122	1	558.00	0.00	558.00	0.00
Authorised: rb							
					0.00	558.00	
Above paid on 27/08/2021 by Online Payment Ref GREEN							
HANDY Handy Cabin							
28072021/12935/paints etc	27/07/2021	28072021	1	153.80	0.00	153.80	0.00
Authorised: rb							
					0.00	153.80	
Above paid on 27/08/2021 by Online Payment Ref HANDY							
HOLLINS Hollins & Hollinshead Ltd							
180821/12936/revaluation regal	18/08/2021	180821	1	354.00	0.00	354.00	0.00
Authorised: lm							
					0.00	354.00	
Above paid on 27/08/2021 by Online Payment Ref HOLLINS							
HUGHES XXXXXXXXXX							
003/12937/jewellery sales	06/08/2021	003	1	9.60	0.00	9.60	0.00
Authorised: ji							
					0.00	9.60	
Above paid on 27/08/2021 by Online Payment Ref HUGHES							
JEPSON Jepson & Co Ltd							
352387/12938/gifts/souvenirs	18/06/2021	352387	1	23.76	0.00	23.76	0.00
Authorised: ji							
352828/12939/gifts/souvenirs	25/06/2021	352828	1	15.10	0.00	15.10	0.00
Authorised: ji							

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Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
357710/12940/gifts/souvenirs Authorised: ji	05/08/2021	357710	1	13.40	0.00	13.40	0.00
					0.00	52.26	

Above paid on 27/08/2021 by Online Payment Ref JEPSON

KGLOACH	K G Loach						
50320/12941/weed killer Authorised: rb	16/08/2021	50320	1	35.94	0.00	35.94	0.00
					0.00	35.94	

Above paid on 27/08/2021 by Online Payment Ref KGLOACH

KING	King Commercial Hygiene						
2099/12955/extraction clenaing Authorised: mjw	14/07/2021	2099	1	702.00	0.00	702.00	0.00
					0.00	702.00	

Above paid on 27/08/2021 by Online Payment Ref KING

LANDSCAPE	Landscape Supply Company						
102239/12942/boots, litter pic Authorised: rb	06/08/2021	102239	1	200.34	0.00	200.34	0.00
102334/12943/cable ties Authorised: rb	10/08/2021	102334	1	31.02	0.00	31.02	0.00
102505/12944/ground tools Authorised: rb	17/08/2021	102505	1	370.48	0.00	370.48	0.00
102549/12957/chem spill kit Authorised: mjw	18/08/2021	102549	1	55.83	0.00	55.83	0.00
102626/12945/Boots, gloves,con Authorised: rb	20/08/2021	102626	1	182.48	0.00	182.48	0.00
					0.00	840.15	

Above paid on 27/08/2021 by Online Payment Ref LANDSCAPE

LEAFLET	The Leaflet Team						
TKD00626/12946/delivery Bear N Authorised: jm	22/07/2021	TKD00626	1	540.00	0.00	540.00	0.00
					0.00	540.00	

Above paid on 27/08/2021 by Online Payment Ref LEAFLET

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Linked to Cashbook 1

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by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LITTLE Little Bun Designs Ltd							
574/12947/bookmarks	06/08/2021	574	1	6.00	0.00	6.00	0.00
Authorised: ji							
					0.00	6.00	
Above paid on 27/08/2021 by Online Payment Ref LITTLE							
LOMOND Lomond Books Ltd							
440672/12948/Publications	27/04/2021	440672	1	40.56	0.00	40.56	0.00
Authorised: ji							
					0.00	40.56	
Above paid on 27/08/2021 by Online Payment Ref LOMOND							
MACCLOCK Macclesfield Lock & Safe							
958/12956/toilet lock	13/08/2021	958	1	186.00	0.00	186.00	0.00
Authorised: mjw							
					0.00	186.00	
Above paid on 27/08/2021 by Online Payment Ref MACCLOCK							
POOL Pool Tech Services Ltd							
4979/12949/non return valve	02/08/2021	4979	1	423.32	0.00	423.32	0.00
Authorised: mjw							
5039/12958/pool test kits	16/08/2021	5039	1	148.18	0.00	148.18	0.00
Authorised: mjw							
					0.00	571.50	
Above paid on 27/08/2021 by Online Payment Ref POOL							
PRI Prism Solutions							
14544/12950/phoneline upgrade	13/08/2021	14544	1	849.30	0.00	849.30	0.00
Authorised: svs							
					0.00	849.30	
Above paid on 27/08/2021 by Online Payment Ref PRI							

Linked to Cashbook 1

Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RAMBLERS Ramblers Association Congleton Group							
070/12952/Dane Valley Way leaf	02/08/2021	070	1	20.00	0.00	20.00	0.00
Authorised: 02082021							
					0.00	20.00	
Above paid on 27/08/2021 by Online Payment Ref RAMBLERS							
ROBERSON Roberson Stonecarving Ltd							
B07011/12953/cenotaph works	09/08/2021	B07011	1	1,284.00	0.00	1,284.00	0.00
Authorised: ms							
					0.00	1,284.00	
Above paid on 27/08/2021 by Online Payment Ref ROBERSON							
SHRED IT Shred-it Ltd							
9504930385/12959/shredding ser	12/08/2021	9504930385	1	138.67	0.00	138.67	0.00
Authorised: rb							
					0.00	138.67	
Above paid on 27/08/2021 by Online Payment Ref SHREDIT							
SOCIETY Society of London Theatre							
OP/0072371/12984/gift cards	03/08/2021	OP/0072371	1	70.50	0.00	70.50	0.00
Authorised: ji							
					0.00	70.50	
Above paid on 27/08/2021 by Online Payment Ref SOCIETY							
SPIRAL Spiral Colour							
36588/12960/posters P pool	16/08/2021	36588	1	158.40	0.00	158.40	0.00
Authorised: jm							
					0.00	158.40	
Above paid on 27/08/2021 by Online Payment Ref SPIRAL							
TALKECHEM Talke Chemical Company Limited							
66329/12961/pool chemicals	03/08/2021	66329	1	174.96	0.00	174.96	0.00
Authorised: mjw							
66331/12963/bleach, gloves etc	09/08/2021	66331	1	222.29	0.00	222.29	0.00
Authorised: rb							

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Linked to Cashbook 1

Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
66330/12962/pool chemicals Authorised: mjw	10/08/2021	66330	1	189.36	0.00	189.36	0.00
66335/12964/pool chemicals Authorised: mjw	16/08/2021	66335	1	657.36	0.00	657.36	0.00
66337/12965/bins sacks etc Authorised: rb	17/08/2021	66337	1	584.04	0.00	584.04	0.00
66338/12966/pool chemicals Authorised: mjw	20/08/2021	66338	1	189.36	0.00	189.36	0.00
					0.00	2,017.37	

Above paid on 27/08/2021 by Online Payment Ref TALKECHEM

THOMSON	Thomson Planning Partnership Ltd						
64/012/AT/016/12967/n/plan Authorised: dm	08/08/2021	64/012/AT/016	1	93.60	0.00	93.60	0.00
					0.00	93.60	

Above paid on 27/08/2021 by Online Payment Ref THOMSON

TINGLE M	Mike Tingle Educational Consultant						
170821/12968/Town Trails Authorised: ji	17/08/2021	170821	1	37.50	0.00	37.50	0.00
					0.00	37.50	

Above paid on 27/08/2021 by Online Payment Ref TINGLEM

TOP	Top Nosh						
50/12969/in bloom breakfast Authorised: rb	03/08/2021	50	1	48.42	0.00	48.42	0.00
					0.00	48.42	

Above paid on 27/08/2021 by Online Payment Ref TOP

TSELECT	T & S Electrical Limited						
2342/12970/repair touchpad Authorised: mjw	22/08/2021	2342	1	100.50	0.00	100.50	0.00
					0.00	100.50	

Above paid on 27/08/2021 by Online Payment Ref TSELECT

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Congleton Town Council

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List of Purchase Ledger Payments

User: SVS

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Entered Month 5
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
VIBRANT Vibrant Graphics Ltd							
029857/12971/bear neccessities	04/08/2021	029857	1	1,937.74	0.00	1,937.74	0.00
Authorised: jm							
					0.00	1,937.74	
Above paid on 27/08/2021 by Online Payment Ref VIBRANT							
WATERPLUS1 Water Plus Ltd							
06769585/12972/HAAA water	18/08/2021	06769585	1	21.16	0.00	21.16	0.00
Authorised: svs							
					0.00	21.16	
Above paid on 27/08/2021 by Online Payment Ref WATERPLUS1							
WESTWALLAS West Wallasey Contract Hire							
CH206153/12973/lease vans	10/08/2021	CH206153	1	3,427.85	0.00	3,427.85	0.00
Authorised: rb							
					0.00	3,427.85	
Above paid on 27/08/2021 by Online Payment Ref WESTWALLAS							
Total Purchase Ledger Payments					0.00	21,875.15	

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List of Purchase Ledger Payments

User: SVS

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by user ST

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
COPE	B Cope							
180821/12985/greeting cards et		18/08/2021	180821	1	8.64	0.00	8.64	0.00
Authorised: jj								
						<hr/>	<hr/>	
						0.00	8.64	
Above paid on 27/08/2021 by Online Payment Ref COPE								
Total Purchase Ledger Payments						<hr/>	<hr/>	
						0.00	8.64	

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ANSA Ansa Environmental Services							
11700032059/12986/Driving asse	25/08/2021	11700032059	1	720.00	0.00	720.00	0.00
Authorised: rb							
					0.00	720.00	
Above paid on 03/09/2021 by Online Payment Ref ANSA							
BESTCONNEX The Best Connection Group							
3388844/12987/S/scape temp	27/08/2021	3388844	1	1,321.64	0.00	1,321.64	0.00
Authorised: rb							
					0.00	1,321.64	
Above paid on 03/09/2021 by Online Payment Ref BESTCONNEX							
CHUBB Chubb Fire & Security Ltd							
8918866/12988/annual contract	25/08/2021	8918866	1	854.61	0.00	854.61	0.00
Authorised: mjw							
					0.00	854.61	
Above paid on 03/09/2021 by Online Payment Ref CHUBB							
DCASSIST D C Assist Ltd							
TH114/12989/toilet cleaning	15/08/2021	TH114	1	187.50	0.00	187.50	0.00
Authorised: mjw							
TH115/12990/Toilet cleaning	22/08/2021	TH115	1	187.50	0.00	187.50	0.00
Authorised: mjw							
TH116/12991/toilet cleaning	29/08/2021	TH116	1	187.50	0.00	187.50	0.00
Authorised: mjw							
					0.00	562.50	
Above paid on 03/09/2021 by Online Payment Ref DCASSIST							
LANDSCAPE Landscape Supply Company							
102723/12992/Landscape Supply	19/08/2021	102723	1	518.71	0.00	518.71	0.00
Authorised: rb							
					0.00	518.71	
Above paid on 03/09/2021 by Online Payment Ref LANDSCAPE							

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Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MAXIGIENE Maxigiene Enviromental Services Ltd							
27676C/12993/legionella testin	23/08/2021	27676C	1	108.00	0.00	108.00	0.00
Authorised: mjw							
					0.00	108.00	
Above paid on 03/09/2021 by Online Payment Ref MAXIGIENE							
PRI Prism Solutions							
145541/12996/Laptop new starte	20/08/2021	145541	1	1,125.14	0.00	1,125.14	0.00
Authorised: svs							
					0.00	1,125.14	
Above paid on 03/09/2021 by Online Payment Ref PRI							
SHARROCKS Sharrocks							
368092/12998/castors	26/08/2021	368092	1	1,452.00	0.00	1,452.00	0.00
Authorised: rb							
					0.00	1,452.00	
Above paid on 03/09/2021 by Online Payment Ref SHARROCKS							
THREADFAST Threadfast Engineers 1984 Ltd							
SIN111009/12999/nuts & bolts	24/08/2021	SIN111009	1	5.14	0.00	5.14	0.00
Authorised: rb							
SIN111010/13000/nuts & bolts	24/08/2021	SIN111010	1	12.67	0.00	12.67	0.00
Authorised: rb							
SIN111065/13001/drill set	25/08/2021	SIN111065	1	12.00	0.00	12.00	0.00
Authorised: rb							
SIN111081/13002/flag attachmen	25/08/2021	SIN111081	1	22.56	0.00	22.56	0.00
Authorised: mjw							
					0.00	52.37	
Above paid on 03/09/2021 by Online Payment Ref THREADFAST							
Total Purchase Ledger Payments					0.00	6,714.97	

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Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ATG ATG London Ltd							
SISTV33784/13003/show tickets	28/08/2021	SISTV33784	1	82.70	0.00	82.70	0.00
Authorised: ji							
					0.00	82.70	
Above paid on 10/09/2021 by Online Payment Ref ATG							
BOMFORD Bomford Office Products Ltd							
89926/13004/printer cartridge	31/08/2021	89926	1	78.31	0.00	78.31	0.00
Authorised: mh							
					0.00	78.31	
Above paid on 10/09/2021 by Online Payment Ref BOMFORD							
BOON Mr Tony Boon							
84/13005/updating mayors board	27/08/2021	84	1	60.00	0.00	60.00	0.00
Authorised: lm							
					0.00	60.00	
Above paid on 10/09/2021 by Online Payment Ref BOON							
CAVERN Cavern Protective Clothing							
18547/13021/p pool PPE	17/08/2021	18547	1	50.40	0.00	50.40	0.00
Authorised: mjlw							
					0.00	50.40	
Above paid on 10/09/2021 by Online Payment Ref CAVERN							
GAFFEY A Andrew Gaffey Ltd							
21006/13006/pool Op prodcedure	31/08/2021	21006	1	4,584.00	0.00	4,584.00	0.00
Authorised: mjlw							
					0.00	4,584.00	
Above paid on 10/09/2021 by Online Payment Ref GAFFEYA							
JAZZ Congleton Jazz & Blues Festival							
2021012/13019/Sponsorship	12/08/2021	2021012	1	5,000.00	0.00	5,000.00	0.00
Authorised: jm/dm							
					0.00	5,000.00	
Above paid on 10/09/2021 by Online Payment Ref JAZZ							

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Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
KGLOACH K G Loach							
50371/13007/fungicide	24/08/2021	50371	1	294.54	0.00	294.54	0.00
Authorised: rb							
					0.00	294.54	
Above paid on 10/09/2021 by Online Payment Ref KGLOACH							
LININGS Linings & Hoses Ltd							
CST264910/13008/adblue, coolan	12/08/2021	CST264910	1	128.00	0.00	128.00	0.00
Authorised: rb							
					0.00	128.00	
Above paid on 10/09/2021 by Online Payment Ref LININGS							
MAC MAC Tool & Plant Hire Ltd							
10452/13009/hedge cutter repai	31/08/2021	10452	1	24.30	0.00	24.30	0.00
Authorised: rb							
					0.00	24.30	
Above paid on 10/09/2021 by Online Payment Ref MAC							
PCCC Police & Crime Commissioner for Cheshire							
110720003475/13010/PCSO	19/08/2021	110720003475	1	8,320.00	0.00	8,320.00	0.00
Authorised: dm							
					0.00	8,320.00	
Above paid on 10/09/2021 by Online Payment Ref PCCC							
POOL Pool Tech Services Ltd							
5038/13011/chemical drum pool	16/08/2021	5038	1	430.44	0.00	430.44	0.00
Authorised: mjlw							
					0.00	430.44	
Above paid on 10/09/2021 by Online Payment Ref POOL							
POPPY Poppy May							
233/13012/gifts souvenirs	04/08/2021	233	1	82.40	0.00	82.40	0.00
Authorised: hi							
					0.00	82.40	
Above paid on 10/09/2021 by Online Payment Ref POPPY							

Continued over page

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PORTERS Porters Service Station Ltd							
00000879/13013/vehicle fuel	31/08/2021	00000879	1	1,610.46	0.00	1,610.46	0.00
Authorised: rb							
					0.00	1,610.46	
Above paid on 10/09/2021 by Online Payment Ref PORTERS							
WATERLOGIC Waterlogic GB Ltd							
6391652/13015/drinking water	31/08/2021	6391652	1	204.71	0.00	204.71	0.00
Authorised: mjw							
					0.00	204.71	
Above paid on 10/09/2021 by Online Payment Ref WATERLOGIC							
Total Purchase Ledger Payments					0.00	20,950.26	

04/11/2021

Congleton Town Council

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List of Purchase Ledger Payments

User: SVS

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CGP		Cheshire Garden Products					
060921/13022/Topsoil cenotaph	31/08/2021	060921	1	246.00	0.00	246.00	0.00
Authorised: rb							
					<hr/>	<hr/>	
					0.00	246.00	
Above paid on 10/09/2021 by Online Payment Ref CGP							
Total Purchase Ledger Payments					<hr/>	<hr/>	
					0.00	246.00	

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHESHEAST Cheshire East Council							
DUPLICATE/13024/sales receipt	31/08/2021	DUPLICATE	1	2,872.49	0.00	2,872.49	0.00
Authorised: svs							
					0.00	2,872.49	
Above paid on 17/09/2021 by Online Payment Ref CHESHEAST							
CONGGARDEN Congleton Garden Machinery Ltd							
46697/13025/screw plug	24/08/2021	46697	1	4.36	0.00	4.36	0.00
Authorised: rb							
					0.00	4.36	
Above paid on 17/09/2021 by Online Payment Ref CONGGARDEN							
LAC LAC Autoparts							
618926l/13026/anit freeze etc	17/08/2021	618926l	1	31.39	0.00	31.39	0.00
Authorised: rb							
					0.00	31.39	
Above paid on 17/09/2021 by Online Payment Ref LAC							
MURPHY Mr D Murphy							
31082021/13027/mayors allowanc	31/08/2021	31082021	1	3,000.00	0.00	3,000.00	0.00
Authorised: lm							
					0.00	3,000.00	
Above paid on 17/09/2021 by Online Payment Ref MURPHY							
TALKECHEM Talke Chemical Company Limited							
66339/13029/T Hall cleaning st	23/08/2021	66339	1	124.36	0.00	124.36	0.00
Authorised: mjw							
66336/13028/Pool chemicals	24/08/2021	66336	1	455.52	0.00	455.52	0.00
Authorised: mjw							
					0.00	579.88	
Above paid on 17/09/2021 by Online Payment Ref TALKECHEM							

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
VERTEX	Vertex Air Ltd							
20592/13030/drone survey		31/08/2021	20592	1	1,074.00	0.00	1,074.00	0.00
Authorised: mjw								
						<hr/>	<hr/>	
						0.00	1,074.00	
Above paid on 17/09/2021 by Online Payment Ref VERTEX								
Total Purchase Ledger Payments						<hr/>	<hr/>	
						0.00	7,562.12	

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ADPROFILE A D Profile Ltd							
<i>1045/13031/cenotaph invites</i>	01/09/2021	1045	1	208.00	0.00	208.00	0.00
Authorised: jm							
					0.00	208.00	
Above paid on 24/09/2021 by Online Payment Ref ADPROFILE							
ALZHEIMERS Alzheimer's and Dementia Products Ltd							
<i>A69555/13032/swap shop initiat</i>	01/09/2021	A69555	1	177.82	0.00	177.82	0.00
Authorised: ms							
					0.00	177.82	
Above paid on 24/09/2021 by Online Payment Ref ALZHEIMERS							
BEES Bees for Us							
<i>030921/13033/cheshire honey</i>	03/09/2021	030921	1	96.00	0.00	96.00	0.00
Authorised: ji							
					0.00	96.00	
Above paid on 24/09/2021 by Online Payment Ref BEES							
BOMFORD Bomford Office Products Ltd							
<i>90031/13034/stationery order</i>	09/09/2021	90031	1	86.22	0.00	86.22	0.00
Authorised: clm							
					0.00	86.22	
Above paid on 24/09/2021 by Online Payment Ref BOMFORD							
BUXTON Buxton Opera House							
<i>0616/13035/Theatre tickets</i>	31/08/2021	0616	1	198.59	0.00	198.59	0.00
Authorised: ji							
					0.00	198.59	
Above paid on 24/09/2021 by Online Payment Ref BUXTON							
CANDA Canda Copying Ltd							
<i>437943/13037/printer rental</i>	01/09/2021	437943	1	160.40	0.00	160.40	0.00
Authorised: svs							
<i>438395/13036/copying</i>	01/09/2021	438395	1	415.46	0.00	415.46	0.00
Authorised: svs							
					0.00	575.86	
Above paid on 24/09/2021 by Online Payment Ref CANDA							

Continued over page

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAVERN Cavern Protective Clothing							
<i>18546/13038/caretaker PPE</i>	03/09/2021	18546	1	22.20	0.00	22.20	0.00
Authorised: mjw							
					0.00	22.20	
Above paid on 24/09/2021 by Online Payment Ref CAVERN							
CENTRE Centre Stage Youth Theatre Co							
<i>010921/13039/theatre tickets</i>	01/09/2021	010921	1	763.80	0.00	763.80	0.00
Authorised: ji							
					0.00	763.80	
Above paid on 24/09/2021 by Online Payment Ref CENTRE							
CHRONICLE Heads Congleton Limited							
<i>122368/13040/cenotaph advert</i>	02/09/2021	122368	1	149.76	0.00	149.76	0.00
Authorised: jm							
<i>122412/13041/civic serv ad</i>	09/09/2021	122412	1	99.84	0.00	99.84	0.00
Authorised: jm							
<i>122467/13042/cenotaph opening</i>	16/09/2021	122467	1	149.76	0.00	149.76	0.00
Authorised: jm							
					0.00	399.36	
Above paid on 24/09/2021 by Online Payment Ref CHRONICLE							
CHS Congleton High School							
<i>CHSS149/13043/various printing</i>	07/09/2021	CHSS149	1	16.14	0.00	16.14	0.00
Authorised: jm							
					0.00	16.14	
Above paid on 24/09/2021 by Online Payment Ref CHS							
D S DRAINAGE D.S. Drainage							
<i>A0459/13049/unblock toilets</i>	14/09/2021	A0459	1	90.00	0.00	90.00	0.00
Authorised: mjw							
					0.00	90.00	
Above paid on 24/09/2021 by Online Payment Ref DSDRAINAGE							

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DANESIDE Daneside Theatre							
<i>140921/13044/theatre tickets</i> Authorised: ji	14/09/2021	140921	1	156.75	0.00	156.75	0.00
<i>14092021/13045/theatre tickets</i> Authorised: ji	14/09/2021	14092021	1	137.75	0.00	137.75	0.00
					0.00	294.50	
Above paid on 24/09/2021 by Online Payment Ref DANESIDE							
DCASSIST D C Assist Ltd							
<i>TH117/13046/toilet cleaning</i> Authorised: mjw	05/09/2021	TH117	1	187.50	0.00	187.50	0.00
<i>TH118/13047/toilet cleaning</i> Authorised: mjw	12/09/2021	TH118	1	187.50	0.00	187.50	0.00
<i>TH119/13048/toilet cleaning</i> Authorised: mjw	19/09/2021	TH119	1	187.50	0.00	187.50	0.00
					0.00	562.50	
Above paid on 24/09/2021 by Online Payment Ref DCASSIST							
FULL Full Media Ltd							
<i>6277/13050/books for CIC</i> Authorised: ji	01/09/2021	6277	1	16.78	0.00	16.78	0.00
					0.00	16.78	
Above paid on 24/09/2021 by Online Payment Ref FULL							
HAMPSHIRE Hampshire Flag Company							
<i>0000171743/13051/flag rope</i> Authorised: mjw	13/09/2021	0000171743	1	22.79	0.00	22.79	0.00
					0.00	22.79	
Above paid on 24/09/2021 by Online Payment Ref HAMPSHIRE							
JWPLANT J W Plant The Flag Company							
<i>7219/13052/new TH flags</i> Authorised: jm	09/09/2021	7219	1	834.17	0.00	834.17	0.00
					0.00	834.17	
Above paid on 24/09/2021 by Online Payment Ref JWPLANT							

Continued over page

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
KGLOACH K G Loach							
<i>50458/13053/loppers</i>	03/09/2021	50458	1	63.36	0.00	63.36	0.00
Authorised: rb							
<i>50494/13054/hard brush</i>	06/09/2021	50494	1	35.40	0.00	35.40	0.00
Authorised: rb							
					<u>0.00</u>	<u>98.76</u>	
Above paid on 24/09/2021 by Online Payment Ref KGLOACH							
LANDSCAPE Landscape Supply Company							
<i>103074/13055/S scape PPE</i>	08/09/2021	103074	1	223.32	0.00	223.32	0.00
Authorised: rb							
					<u>0.00</u>	<u>223.32</u>	
Above paid on 24/09/2021 by Online Payment Ref LANDSCAPE							
LEGAL Legal & General Assurance Society							
<i>070921/13056/ill health insura</i>	07/09/2021	070921	1	1,091.97	0.00	1,091.97	0.00
Authorised: svs							
					<u>0.00</u>	<u>1,091.97</u>	
Above paid on 24/09/2021 by Online Payment Ref LEGAL							
LITTLE Little Bun Designs Ltd							
<i>686/13057/gifts & souvenirs</i>	02/09/2021	686	1	28.00	0.00	28.00	0.00
Authorised: ji							
					<u>0.00</u>	<u>28.00</u>	
Above paid on 24/09/2021 by Online Payment Ref LITTLE							
NORTHRODE North Rode Timber Co. Ltd							
<i>170159/13058/back board</i>	05/08/2021	170159	1	51.19	0.00	51.19	0.00
Authorised: rb							
					<u>0.00</u>	<u>51.19</u>	
Above paid on 24/09/2021 by Online Payment Ref NORTHRODE							

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PARISH The Parish of Congleton							
<i>120921/13059/order of service</i>	10/09/2021	120921	1	37.50	0.00	37.50	0.00
Authorised: lm							
					0.00	37.50	
Above paid on 24/09/2021 by Online Payment Ref PARISH							
PFK PKF Littlejohn LLP							
<i>SB20212097/13060/exteranl audi</i>	12/09/2021	SB20212097	1	2,400.00	0.00	2,400.00	0.00
Authorised: svs							
					0.00	2,400.00	
Above paid on 24/09/2021 by Online Payment Ref PFK							
POPPY Poppy May							
<i>236/13061/gifts & souvenirs</i>	06/09/2021	236	1	43.60	0.00	43.60	0.00
Authorised: ji							
					0.00	43.60	
Above paid on 24/09/2021 by Online Payment Ref POPPY							
RITHERDON P D Ritherdon							
<i>010921/13064/dementia project</i>	01/09/2021	010921	1	158.00	0.00	158.00	0.00
Authorised: ms							
					0.00	158.00	
Above paid on 24/09/2021 by Online Payment Ref RITHERDON							
RODE Rode Hall Silver Band							
<i>SI-50/13066/civic service</i>	12/09/2021	SI-50	1	250.00	0.00	250.00	0.00
Authorised: lm							
<i>SI-51/13065/cenotaph service</i>	19/09/2021	SI-51	1	150.00	0.00	150.00	0.00
Authorised: ms							
					0.00	400.00	
Above paid on 24/09/2021 by Online Payment Ref RODE							

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SHRED IT Shred-it Ltd							
<i>9504968166/13067/shredding ser</i>	09/09/2021	9504968166	1	139.30	0.00	139.30	0.00
Authorised: mjw							
					<u>0.00</u>	<u>139.30</u>	
Above paid on 24/09/2021 by Online Payment Ref SHREDIT							
SPIRAL Spiral Colour							
<i>36753/13068/cenotaph banner</i>	15/09/2021	36753	1	70.80	0.00	70.80	0.00
Authorised: jm							
					<u>0.00</u>	<u>70.80</u>	
Above paid on 24/09/2021 by Online Payment Ref SPIRAL							
ST St John's Community Centre							
<i>202107/13069/meals on wheels</i>	17/09/2021	202107	1	404.00	0.00	404.00	0.00
Authorised: dm							
<i>202108/13070/meals on wheels</i>	18/09/2021	202108	1	456.00	0.00	456.00	0.00
Authorised: dm							
					<u>0.00</u>	<u>860.00</u>	
Above paid on 24/09/2021 by Online Payment Ref ST							
THREADFAST Threadfast Engineers 1984 Ltd							
<i>SIN111246/13071/bolts</i>	10/09/2021	SIN111246	1	41.28	0.00	41.28	0.00
Authorised: rb							
<i>SIN111247/13072/drill bits etc</i>	10/09/2021	SIN111247	1	129.12	0.00	129.12	0.00
Authorised: rb							
					<u>0.00</u>	<u>170.40</u>	
Above paid on 24/09/2021 by Online Payment Ref THREADFAST							
WATERLOGIC Waterlogic GB Ltd							
<i>6342027/13073/drinking water</i>	31/07/2021	6342027	1	103.40	0.00	103.40	0.00
Authorised: mjw							
					<u>0.00</u>	<u>103.40</u>	
Above paid on 24/09/2021 by Online Payment Ref WATERLOGIC							

Linked to Cashbook 1

Entered Month 6
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WATERPLUS2 Water Plus Ltd							
<i>06800911/13074/p pool water</i>	01/09/2021	06800911	1	2,319.12	0.00	2,319.12	0.00
Authorised: svs							
					0.00	2,319.12	
Above paid on 24/09/2021 by Online Payment Ref WATERPLUS2							
WESTWALLAS West Wallasey Contract Hire							
<i>CH218724/13075lease vans</i>	10/09/2021	CH218724	1	3,427.85	0.00	3,427.85	0.00
Authorised: rb							
					0.00	3,427.85	
Above paid on 24/09/2021 by Online Payment Ref WESTWALLAS							
WRIST Wristband Plus Ltd							
<i>SI-303/13078/cenotaph leaflet</i>	06/09/2021	SI-303	1	28.50	0.00	28.50	0.00
Authorised: mh							
					0.00	28.50	
Above paid on 24/09/2021 by Online Payment Ref WRIST							
Total Purchase Ledger Payments					0.00	16,016.44	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	25 th November 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	14 Review and Amendments to the Financial Regulations		
Background	<p>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 (30th July 2020) so an annual review is good practice.</p> <p>The proposed updates marked initially presented to FAP on 30th September 2021 who resolved: <i>FAP/28/2122 To approve the proposed updates to the Financial Regulations and to recommend to Council on 21st October 20201 for inclusion in the Council's constitution.</i></p> <p>The item was withdrawn from the Council meeting to ask the Finance and Policy Committee to clarify 6.8 addition, the new proposed update for this item is as below.</p>		
Updates	<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 1.</p> <p>Proposed updates:</p> <ul style="list-style-type: none">• * Page 1: Added according to NALC Model: <i>These Financial Regulations were adopted by the council at its meeting held on [enter date].</i>• * 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 Chief Officer, and where necessary also by the appropriate Chair..</i>• * Page 10: 6.8 and 6.9: Added according to NALC Model: <i>6.8 If thought appropriate by the council, payment for certain 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</i>		

	<p><i>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></p> <p>6.9 <i>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></p> <ul style="list-style-type: none"> • * Page 10: 6.15 Updated to state Chief Officer or RFO • * Page 10: 6.16: Included <p><i>The Credit Card must not be stored or saved in online trading/ purchasing accounts</i></p> <ul style="list-style-type: none"> • * Page 14: Foot note for item 11.1 c : Updated per NALC Model: <i>Thresholds currently applicable are:</i> <i>a) For public supply and public service contracts 209,000 Euros (£181,302)</i> <i>b) For public works contracts 5,225,000 Euros (£4,551,413)) ***<u>SEE BELOW ADDITIONAL UPDATE THAT OVERRULES THIS INFORMATION.</u></i> <p><u>Additional Updates from above:</u> As discussed at Committee meeting, it was requested to update the Financial Regulations to refer to the Chair/ Vice Chair of the Council as, <u>Mayor/ Deputy Mayor</u>, these updates are:</p> <ul style="list-style-type: none"> • <i>Page 7: 4.5</i> • <i>Page 14: 11.1 v</i> <p>***Additional Update: Since the Finance Meeting on 30th September a more recent update to Page 14 footnote should be taken into account, (See Appendix 1) the new footnote should read as below, this has not been presented to Finance and Policy, (figures can be stated in Sterling only):</p> <p><i><u>a) For public supply and public service contracts £189,330</u></i> <i><u>b) For public works contracts £4,733,252</u></i></p>
Recommendation	To approve the proposed updates to the Financial Regulations and to recommend this to Council for approval and inclusion in the Council's constitution.

**CONGLETON TOWN COUNCIL
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 Chief Officer, and where necessary also by the appropriate Chair.](#)

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 [Mayor or Chair of Council or of](#) 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.

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6.8. If thought appropriate by the council, payment for certain items 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.

6-7-6.10. 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.

6-8-6.11. 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.

6-9-6.12. 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.

6-10-6.13. 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.

6-11-6.14. 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.

6-12-6.15. 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 and the RFO. A programme of regular checks of standing data with suppliers will be followed by the RFO

6-13-6.16. 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.

6-14-6.17. 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~~ Mayor and Deputy Mayor 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 Regulations¹.
 - 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)².
 - 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.

¹ 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

² a) For public supply and public service contracts £189,330
b) For public works contracts £4,733,252

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

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- 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.

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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	25 th November 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer and Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	15 Budget and Precept 2022-2023		
Introduction	<p>The Council's budget is quite complex, so it is important for members to be able to understand the format and details to enable them to make informed decisions. This is the covering report that has been produced along with the draft budget, to bring in the main factors influencing its form.</p>		
Considerations and process	<ul style="list-style-type: none">• The first stage in developing the draft budget was to review the current income and expenditure levels for the first 6 months of this financial year and to input the projected spends for the year. This initial work was undertaken by the Chief Officer and the Responsible Financial Officer• Discussions then took place with the Management Team where the day-to-day budgets and projected/forecasts were overviewed and considerations for the next financial year were detailed.• This was then presented to the Chair, Vice Chair and previous Vice Chair of Finance and Policy Committee to discuss and analyse the information and propose amendments where applicable.• The final preparation meeting was with Committee Chairs, where again the budget was analysed, and amendments proposed where applicable.• The projected overspend for 2021-22 is £16,231.• This draft budget now needs to be considered by the Finance and Policy Committee with an agreed budget being recommended to Council on the 9th December 2020 <u>(see Appendix Report 1)</u>		

	<ul style="list-style-type: none"> • Considerations taken into account: • Continued impact of COVID 19 • Inflation • Town Hall operational and management review • Town Hall maintenance requirements following Health and Safety and Insurance Reviews • Streetscape Development review • Paddling Pool updated and maintenance required • Community Initiatives • Capital Investment • Review of current reserves allocation (see Appendix Report 2) • National Insurance increase and assumed increase in Salaries <ul style="list-style-type: none"> ○ Staff Salary increases - Congleton Town Council staff, in line with other town and parish councils nationally, are paid according to pay scales negotiated by the National Joint Council for Local Government Services (NJC) which incorporates NALC (National Association of Local Councils) and the SLCC (Society of Local Council Clerks). The rates for 2022/23 have not yet been agreed – discussions are on-going, so the assumption has been made of an overall increase of 3% payable from the 1st April 2022.
Significant variations of 2022/23 budget from 2021/22 budget	<ul style="list-style-type: none"> • Increased cost to the Paddling Pool of approximately £14,000 due to maintenance and Health and Safety requirements. • Due to revaluations, Insurance has increased by 22%. • Utility Costs budgets have increased by 20%. • Town Hall Income has remained mainly the same due to possible slower up-take of booking after full Covid Closures.
Budget and Precept	<p>The total precept for 2021-22 was £954,146 which was based on a precept of £91.09 per Band D property, this is calculated by the number of properties which is provided by Cheshire East Council.</p> <p>The proposed budget for 2022-23 is £996,333 which equates to a charge of £92.97 per Band D property which is an increase of £1.88 or 2.07%. per household per year.</p>

Ear Marked Reserve Proposed Movement in 2022-23	The summary of proposed movement to Earmarked Reserves are:			
	From	To	Amount	
	320: Capital Contingency	New: 750 Celebrations	£7,500	For 750 Celebrations, £15,000 budget requirements approved by Council
	320: Capital Contingency	340: Legal	£50,000	To establish an EMR fund for Professional Fees
	320: Capital Contingency	331: Website	£25,000	To increase funds for new Website
	320: Capital Contingency	NEW: Carbon Offsetting Reserve	£3,000	To introduce a new EMR for Carbon Offsetting
Ear Marked Reserve Proposed Spends in 2022-23	<ul style="list-style-type: none">• £35,010 Pool Maintenance from Capital Contingency• £20,471 Fire Alarm Upgrade from Capital Contingency• £6,000 new ICT equipment from Capital Equipment• £12,000 for new meeting handsets from Capital Equipment			
Decision requested	<p>1: To approve the budget and precept requirement of £996,333 for 2022/23 and to recommend this to Council on 9th December 2021 for approval.</p> <p>2: To approve the Ear Marked Reserve Movements and proposed spends and to recommend this to Council on 9th December 2021 for approval.</p>			

Appendix REPORT 1

Congleton Town Council

Budget Summary

Year Ended 31st March 2023

Finance and Policy

- 101 Corporate Management
- 102 Democratic Rep'n & Mgmt
- 107 Grants (incl S137)

Community, Amenities and Services

- 212 Propagation Unit
- 215 Floral Displays
- 241 Allotments
- 301 Congleton Partnership
- 302 Community Development
- 300 Public Realm
- 303 Crime Reduction
- 305 Christmas Fayre & Lights
- 310 Neighbourhood Plan
- 321 Tourism
- 341 Youth & Young People
- 351 Luncheon Club

Town Hall and Assets

- 201 Congleton Pool
- 225 CIC Expenditure
- CIC Income
- 263 Public Toilets
- 270 Cenotaph
- 221 Town Hall
- Congleton Town Hall - Expenditure
- Congleton Town Hall - Income

Streetscape

- 280 Streetscape - Expenditure
- Streetscape - CEBC income
- Streetscape - Other income

Total Town Hall and Assets

TOTAL REVENUE EXPENDITURE

CAPITAL & PROJECT EXPENDITURE

- 109 Capital Expenditure (General)
- Town Hall- Office IT
- Streetscape Equipment
- From Capital Reserve
- From Earmarked Reserves
- Town Hall Loan Repayments & Interest
- Replenish Streetscape Equipment Reserve
- Replenish Capital Reserve

Capital and Project spend

TOTAL NET EXPENDITURE (Precept)

Projected under/overspend 21/22

Recommended General Reserve

242594.25

2021-22			2022-23		Budget
Projected *1	Budgeted*2	Variance	Proposed*3		Incr/Decr *4
163736	181602	-17866	188079		6477
55690	59435	-3745	63521		4086
43229	57833	-14604	56833		-1000
262655	298870	-36215	308433		9563
0	1000	-1000	0		-1000
14720	12250	2470	13262		1012
372	1250	-878	810		-440
39467	35554	3913	31247		-4307
113452	117351	-3899	118513		1162
340	0	340	3000		3000
45000	48650	-3650	43548		-5102
16000	16000	0	16000		0
0	0	0	0		0
5000	5000	0	15770		10770
136	2000	-1864	1000		-1000
9000	9000	0	9000		0
243487	248055	-4568	252150		4095
35065	27558	7507	40928		13370
91159	67403	23756	100412		33009
83617	33000	50617	68174		35174
5405	10250	-4845	5200		-5050
250	250		255		5
195271	203450	-8179	206283		2833
61850	117600	-55750	101100		-16500
133421	85850	47571	105183		19333
622876	590734	32142	602724		11990
372702	372702	0	380156		7454
14400	15900	-1500	15900		0
235774	202132	33642	206668		4536
417457	360443	57014	390472		30029
923599	907368	16231	951055		43687
5000	5000	0	11000		6000
5000	5000	0	5000		0
28000	28000	0	5000		-23000
-10000	-10000	0	-16000		-6000
-28000	-28000	0	-5000		23000
21778	21778	0	21778		0
5000	5000	0	5000		0
20000	20000	0	20000		0
46778	46778	0	46778		0
					0
970377	954146	16231	996333		43687
OVERSPEND	16231 *5				
226842			237764		
21-22			22-23		
10475			10716.56		
£ 91.09			92.97		
1.75			1.78		

ADJUSTED BASIS

- Band D Equivalents
- Precept per Band D Equivalent (£/annum)
- Precept per Band D Equivalent (£/week)

*6	10716.56	
*7	92.97	£1.88 £ 0.0362
*8	1.78	

[illegible]

16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Finance and Policy</u>												
<u>101</u>	<u>Corporate Management</u>											
1176	Precept	923,674	923,674	0	0	954,146	0	954,146	954,146	996,333	0	0
1190	Interest Receivable	3,000	2,839	0	0	1,500	0	1,500	23	1,500	0	0
1199	Miscellaneous Income	0	0	0	0	0	0	0	304	0	0	0
Total Income		926,674	926,513	0	0	955,646	0	955,646	954,473	997,833	0	0
4000	Staff Costs (re-allocated)	141,048	143,297	0	0	165,881	0	165,881	77,875	171,273	0	0
4007	Travel and Subsistence	900	0	0	0	500	0	500	0	500	0	0
4008	Training	3,000	1,880	0	0	3,000	0	3,000	1,623	3,000	0	0
4013	Rent Payable	13,950	13,950	0	1,067	15,950	0	17,017	8,508	17,017	0	0
4019	Reception - TIC	3,450	3,700	0	0	0	0	0	0	0	0	0
4020	Miscellaneous Office Costs	1,660	811	0	0	1,660	0	1,660	471	1,660	0	0
4021	Telephone/Fax/Internet	1,020	754	0	0	920	0	920	1,680	1,083	0	0
4022	Postage	2,900	1,836	0	0	2,620	0	2,620	339	3,077	0	0
4023	Stationery & Printing	3,000	1,810	0	0	2,900	0	2,900	1,282	2,900	0	0
4024	Subscriptions & Publications	3,500	4,480	0	0	4,200	0	4,200	2,846	4,200	0	0
4025	Insurance	9,180	8,820	0	0	9,000	0	9,000	9,128	11,200	0	0
4026	Computer/IT Costs	11,600	13,941	0	0	13,130	0	13,130	8,312	13,130	0	0
4027	Photocopy Charges	2,600	1,026	0	0	2,300	0	2,300	616	1,500	0	0
4030	Recruitment Advertising	500	523	0	0	500	0	500	872	500	0	0
4031	Other Advertising	300	70	0	0	300	0	300	70	300	0	0
4051	Bank Charges	1,000	853	0	0	1,000	0	1,000	478	1,240	0	0
4061	Audit Fees - External	2,000	2,000	0	0	2,000	0	2,000	2,000	2,000	0	0

Continued on next page

16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4062	Audit Fees - Internal	1,290	1,335	0	0	1,335	0	1,335	0	1,760	0	0
4063	Accountancy & Payroll support	4,570	4,162	0	0	5,000	0	5,000	1,628	5,000	0	0
4064	Legal & Professional fees	5,000	2,704	0	0	6,900	0	6,900	737	4,000	0	0
4066	HR & H&S Support	4,590	3,517	0	0	4,500	0	4,500	2,656	4,500	0	0
6000	Central Overheads Reallocated	-63,095	-51,267	0	0	-61,561	0	-61,561	-34,749	-61,761	0	0
	Overhead Expenditure	153,963	160,204	0	1,067	182,035	0	183,102	86,373	188,079	0	0
	Movement to/(from) Gen Reserve	772,711	766,310			773,611		772,544	868,100	809,754		
<u>102</u>	<u>Civic</u>											
1199	Miscellaneous Income	0	0	0	0	0	0	0	80	0	0	0
	Total Income	0	0	0	0	0	0	0	80	0	0	0
4000	Staff Costs (re-allocated)	27,664	28,249	0	0	30,392	0	30,392	14,652	31,723	0	0
4008	Training	2,000	1,002	0	0	1,800	0	1,800	438	1,000	0	0
4023	Stationery & Printing	500	0	0	0	500	0	500	38	500	0	0
4033	Marketing/Promotions	1,000	887	0	0	1,000	0	1,000	790	1,000	0	0
4034	Council Newsletter	5,388	7,235	0	0	6,200	0	6,200	4,124	8,000	0	0
4035	Council Website	1,500	2,438	0	0	2,000	0	2,000	910	2,000	0	0
4201	Mayor's Allowance	3,000	3,000	0	0	3,000	0	3,000	3,000	3,000	0	0
4203	Members' Expenses	200	0	0	0	200	0	200	0	200	0	0
4213	Civic Expenses	5,000	30	0	0	5,000	0	5,000	808	6,750	0	0
4221	Civic Regalia	250	0	0	0	250	0	250	60	250	0	0
4222	Hall & Room Hire	6,000	601	0	0	6,000	0	6,000	1,771	6,000	0	0
4225	Civic Artefacts and Treasures	500	0	0	0	500	0	500	108	500	0	0

Continued on next page

16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4942	Trf to EMR Tourism	0	8,000	0	0	0	0	0	0	0	0	0
6000	Central Overheads Reallocated	2,534	2,095	0	0	2,593	0	2,593	1,464	2,598	0	0
	Overhead Expenditure	55,536	53,538	0	0	59,435	0	59,435	28,161	63,521	0	0
	Movement to/(from) Gen Reserve	(55,536)	(53,538)			(59,435)		(59,435)	(28,081)	(63,521)		
<u>107</u>	<u>Grants (incl S137)</u>											
4701	Grants - Permitted	18,750	3,263	0	0	15,000	0	15,000	3,752	15,000	0	0
4703	Grants - Subsidised Use	4,500	0	0	0	4,500	0	4,500	0	4,500	0	0
4708	Grant - Museum Notional Rent	4,500	4,500	0	0	4,500	0	4,500	2,250	4,500	0	0
4709	CCP Grant	16,000	16,000	0	0	16,000	0	16,000	16,000	16,000	0	0
4710	Congleton Partnership Accom	1,533	1,533	0	0	1,533	0	1,533	767	1,533	0	0
4711	Grant - CAB	15,000	15,000	0	0	15,000	0	15,000	15,000	15,000	0	0
4722	Grant - Remembrance Day Parade	1,000	998	0	0	1,000	0	1,000	0	0	0	0
4732	Grant - Church Clock Maint'ce	300	249	0	0	300	0	300	0	300	0	0
4920	Tfr to Cap Contingency Fund	0	16,000	0	0	0	0	0	0	0	0	0
4925	Tfr to EMR Committed Grants	0	8,354	0	0	0	0	0	0	0	0	0
4975	Tfr from EMR Committed Grants	0	-5,639	0	0	0	0	0	-8,354	0	0	0
	Overhead Expenditure	61,583	60,258	0	0	57,833	0	57,833	29,415	56,833	0	0
	Movement to/(from) Gen Reserve	(61,583)	(60,258)			(57,833)		(57,833)	(29,415)	(56,833)		
<u>108</u>	<u>Mayor's Fundraising Activities</u>											
1299	Mayor's Fundraising-Income	0	755	0	0	0	0	0	823	0	0	0
	Total Income	0	755	0	0	0	0	0	823	0	0	0

Continued on next page

16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4297	Mayor's Fundraising Unspent	0	155	0	0	0	0	0	-5,789	0	0	0
4298	Mayor's Fundraising-Donations	0	600	0	0	0	0	0	6,259	0	0	0
	Overhead Expenditure	0	755	0	0	0	0	0	470	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	353	0		
<u>109</u>	<u>Capital and Projects</u>											
4053	Loan Interest Payable	16,334	16,342	0	0	16,082	0	16,082	10,889	15,811	0	0
4055	Loan Capital Repaid - PWLB	5,436	5,436	0	0	5,696	0	5,696	0	5,967	0	0
4800	CAP - Christmas Lights	0	10,077	0	0	0	0	0	0	0	0	0
4804	CAP - Streetscape Equipment	5,000	6,809	0	0	28,000	0	28,000	5,229	5,000	0	0
4806	CAP Office Equipment/computers	5,000	10,391	0	0	5,000	0	5,000	4,307	10,400	0	0
4809	CAP - Town Hall Equipment	5,000	778	0	0	5,000	0	5,000	0	5,000	0	0
4811	CAP - Public Realm	0	2,825	0	0	0	0	0	0	0	0	0
4918	Tfr to Capital Equipment Fund	5,000	5,000	0	0	5,000	0	5,000	0	5,000	0	0
4920	Tfr to Cap Contingency Fund	20,000	20,000	0	0	20,000	0	20,000	0	20,000	0	0
4968	Tfr from Cap Equipment Fund	-5,000	-6,692	0	0	-28,000	0	-28,000	-6,499	-5,000	0	0
4970	Tfr from Cap Contingency Fund	-10,000	-13,373	0	0	-10,000	0	-10,000	-3,037	-15,400	0	0
4972	Tfr from EMR Business Developm	0	-2,825	0	0	0	0	0	0	0	0	0
4991	Tfr from EMR Christmas Lights	0	-7,990	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	46,770	46,778	0	0	46,778	0	46,778	10,889	46,778	0	0
	Movement to/(from) Gen Reserve	(46,770)	(46,778)			(46,778)		(46,778)	(10,889)	(46,778)		

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16:15

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

	<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Finance and Policy - Income	926,674	927,268	0	0	955,646	0	955,646	955,376	997,833	0	0
Expenditure	317,852	321,531	0	1,067	346,081	0	347,148	155,308	355,211	0	0
Movement to/(from) Gen Reserve	<u>608,822</u>	<u>605,737</u>			<u>609,565</u>		<u>608,498</u>	<u>800,068</u>	<u>642,622</u>		

Continued on next page

16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Community, Environment & Serv</u>												
<u>212</u>	<u>Propogation Unit</u>											
4162	General Expenditure	1,000	0	0	0	1,000	0	1,000	0	0	0	0
	Overhead Expenditure	1,000	0	0	0	1,000	0	1,000	0	0	0	0
	Movement to/(from) Gen Reserve	(1,000)	0			(1,000)		(1,000)	0	0		
<u>215</u>	<u>Floral Displays</u>											
1180	Donations Received	0	797	0	0	0	0	0	0	0	0	0
1199	Miscellaneous Income	4,000	322	0	0	4,000	0	4,000	3,530	4,000	0	0
	Total Income	4,000	1,119	0	0	4,000	0	4,000	3,530	4,000	0	0
4011	Rates	250	0	0	0	250	0	250	187	262	0	0
4162	General Expenditure	16,000	10,186	0	0	16,000	0	16,000	16,484	17,000	0	0
	Overhead Expenditure	16,250	10,186	0	0	16,250	0	16,250	16,671	17,262	0	0
	Movement to/(from) Gen Reserve	(12,250)	(9,067)			(12,250)		(12,250)	(13,141)	(13,262)		
<u>241</u>	<u>Allotments</u>											
1010	Rent Received - 3rd Party	190	190	0	0	190	0	190	0	190	0	0
	Total Income	190	190	0	0	190	0	190	0	190	0	0
4012	Water	0	74	0	0	0	0	0	62	0	0	0
4038	Garage Rent payable	440	363	0	0	440	0	440	0	0	0	0
4041	Property Maintenance	1,000	1,000	0	0	1,000	0	1,000	0	1,000	0	0

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16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	1,440	1,437	0	0	1,440	0	1,440	62	1,000	0	0
	Movement to/(from) Gen Reserve	(1,250)	(1,247)			(1,250)		(1,250)	(62)	(810)		
<u>300</u>	<u>Public Realm</u>											
4162	General Expenditure	0	0	0	0	0	0	0	340	3,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	340	3,000	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	(340)	(3,000)		
<u>301</u>	<u>Congleton Partnership</u>											
1177	Grants Receivable - CEC	0	8,000	0	0	0	0	0	0	0	0	0
1179	Grants Receivable - Other	0	3,596	0	0	0	0	0	0	0	0	0
1180	Donations Received	0	0	0	0	0	0	0	10,450	0	0	0
1189	Cenotaph Donations	0	2,199	0	0	0	0	0	0	0	0	0
1199	Miscellaneous Income	0	20	0	0	0	0	0	0	0	0	0
	Total Income	0	13,815	0	0	0	0	0	10,450	0	0	0
4000	Staff Costs (re-allocated)	18,530	17,016	0	0	18,938	0	18,938	7,952	19,505	0	0
4301	Congleton Partnership	1,000	45	0	0	1,000	0	1,000	15	1,000	0	0
4305	Cenotaph Expenditure	0	104,414	0	0	0	0	0	70	0	0	0
4306	P/Ship - Regeneration Projects	14,000	13,790	0	0	14,000	0	14,000	16,467	9,000	0	0
4926	Tfr to EMR Cong Partnership	0	53,291	0	0	0	0	0	0	0	0	0
4976	Tfr from EMR Cong Partnership	0	-54,503	0	0	0	0	0	-53,291	0	0	0
4995	Trf from EMR Cenotaph	0	-88,222	0	0	0	0	0	0	0	0	0
6000	Central Overheads Reallocated	1,697	1,404	0	0	1,616	0	1,616	912	1,742	0	0

Continued on next page

16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	35,227	47,235	0	0	35,554	0	35,554	-27,875	31,247	0	0
	Movement to/(from) Gen Reserve	(35,227)	(33,420)			(35,554)		(35,554)	38,325	(31,247)		
<u>302</u>	<u>Community Development</u>											
4000	Staff Costs (re-allocated)	125,788	76,943	0	0	105,135	0	105,135	48,490	106,999	0	0
4033	Marketing/Promotions	3,245	2,165	0	0	3,245	0	3,245	2,472	3,245	0	0
4920	Tfr to Cap Contingency Fund	0	49,000	0	0	0	0	0	0	0	0	0
4972	Tfr from EMR Business Developm	0	0	0	0	0	0	0	-1,600	0	0	0
6000	Central Overheads Reallocated	11,520	9,528	0	0	8,971	0	8,971	5,064	8,269	0	0
	Overhead Expenditure	140,553	137,636	0	0	117,351	0	117,351	54,427	118,513	0	0
	Movement to/(from) Gen Reserve	(140,553)	(137,636)			(117,351)		(117,351)	(54,426)	(118,513)		
<u>303</u>	<u>Crime Reduction</u>											
4162	General Expenditure	40,000	24,960	0	0	35,000	0	35,000	8,320	34,000	0	0
4164	CCTV	13,650	9,500	0	0	13,650	0	13,650	9,547	9,548	0	0
4920	Tfr to Cap Contingency Fund	0	19,000	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	53,650	53,460	0	0	48,650	0	48,650	17,867	43,548	0	0
	Movement to/(from) Gen Reserve	(53,650)	(53,460)			(48,650)		(48,650)	(17,867)	(43,548)		
<u>305</u>	<u>Christmas Fayre -Light Switch</u>											
1171	Christmas Tree Income	0	116	0	0	0	0	0	0	0	0	0
1180	Donations Received	0	141	0	0	0	0	0	0	0	0	0
1199	Miscellaneous Income	0	250	0	0	0	0	0	0	0	0	0

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16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		0	507	0	0	0	0	0	0	0	0	0
4171	Christmas Fayre	6,000	2,255	0	0	6,000	0	6,000	44	6,000	0	0
4172	Christmas Lights	10,000	9,856	0	0	10,000	0	10,000	0	10,000	0	0
4927	Tfr to EMR Covid 19	0	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure		16,000	12,111	0	0	16,000	0	16,000	44	16,000	0	0
Movement to/(from) Gen Reserve		(16,000)	(11,604)			(16,000)		(16,000)	(44)	(16,000)		
<u>310 Neighbourhood Plan</u>												
4162	General Expenditure	0	2,640	0	0	0	0	0	382	0	0	0
4994	Tfr from EMR Neigh'hood plan	0	-2,640	0	0	0	0	0	-382	0	0	0
Overhead Expenditure		0	0	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	0			0		0	0	0		
<u>315 Covid - 19</u>												
1180	Donations Received	0	4,686	0	0	0	0	0	700	0	0	0
Total Income		0	4,686	0	0	0	0	0	700	0	0	0
4070	Covid-19 Expenditure	0	3,146	0	0	0	0	0	0	0	0	0
4071	Covid 19 Business expenditure	0	0	0	0	0	0	0	6,705	0	0	0
4162	General Expenditure	0	15,384	0	0	0	0	0	2,991	0	0	0
4997	Trf from EMR Covid 19	0	-13,844	0	0	0	0	0	-9,696	0	0	0
Overhead Expenditure		0	4,686	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(0)			0		0	700	0		

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16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>321</u>	<u>Tourism</u>											
1199	Miscellaneous Income	0	0	0	0	0	0	0	0	5,000	0	0
	Total Income	0	0	0	0	0	0	0	0	5,000	0	0
4162	General Expenditure	5,000	2,630	0	0	5,000	0	5,000	1,075	5,000	0	0
4165	Projections	0	0	0	0	0	0	0	0	3,270	0	0
4166	Green Initiatives	0	0	0	0	0	0	0	0	5,000	0	0
4167	750 Celebrations	0	0	0	0	0	0	0	0	7,500	0	0
4927	Tfr to EMR Covid 19	0	0	0	0	0	0	0	0	0	0	0
4942	Trf to EMR Tourism	0	2,000	0	0	0	0	0	0	0	0	0
4992	Tfr from EMR Tourism	0	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	5,000	4,630	0	0	5,000	0	5,000	1,075	20,770	0	0
	Movement to/(from) Gen Reserve	(5,000)	(4,630)			(5,000)		(5,000)	(1,075)	(15,770)		
<u>341</u>	<u>Youth and Young People</u>											
4162	General Expenditure	2,000	65	0	0	2,000	0	2,000	136	1,000	0	0
	Overhead Expenditure	2,000	65	0	0	2,000	0	2,000	136	1,000	0	0
	Movement to/(from) Gen Reserve	(2,000)	(65)			(2,000)		(2,000)	(136)	(1,000)		
<u>351</u>	<u>Luncheon Club</u>											
4162	General Expenditure	0	104	0	0	0	0	0	0	0	0	0
4705	grant - Luncheon Club	9,000	3,445	0	0	9,000	0	9,000	3,158	9,000	0	0
	Overhead Expenditure	9,000	3,549	0	0	9,000	0	9,000	3,158	9,000	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

	<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(9,000)</u>	<u>(3,549)</u>			<u>(9,000)</u>		<u>(9,000)</u>	<u>(3,158)</u>	<u>(9,000)</u>		
Community, Environment & Serv - Income	4,190	20,317	0	0	4,190	0	4,190	14,680	9,190	0	0
Expenditure	280,120	274,995	0	0	252,245	0	252,245	65,903	261,340	0	0
Movement to/(from) Gen Reserve	<u>(275,930)</u>	<u>(254,679)</u>			<u>(248,055)</u>		<u>(248,055)</u>	<u>(51,223)</u>	<u>(252,150)</u>		

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16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Personnel</u>												
<u>401</u>	<u>Staffing & Staff Costs</u>											
4000	Staff Costs (re-allocated)	-829,960	-742,901	0	0	-887,343	0	-887,343	-422,199	-923,916	0	0
4001	Salaries & Wages	640,149	574,934	0	0	682,116	0	682,116	329,296	709,449	0	0
4005	Employers NIC	55,948	48,375	0	0	58,849	0	58,849	26,798	64,136	0	0
4006	Employers S/Ann	133,863	119,592	0	0	146,378	0	146,378	66,105	150,331	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	0		
	Personnel - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	0		

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16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Town Hall and Assets</u>												
<u>201</u>	<u>Paddling Pool</u>											
4000	Staff Costs (re-allocated)	12,097	0	0	0	12,676	0	12,676	2,595	15,646	0	0
4008	Training	0	0	0	0	0	0	0	0	2,510	0	0
4009	Protective Clothing\H & Safety	300	0	0	0	300	0	300	3,593	300	0	0
4012	Water	4,000	333	0	0	4,000	0	4,000	2,403	3,650	0	0
4014	Electricity	2,800	140	0	0	2,800	0	2,800	724	2,700	0	0
4039	Pool Chemicals	2,600	0	0	0	2,600	0	2,600	1,947	2,510	0	0
4041	Property Maintenance	4,000	0	0	0	4,000	0	4,000	11,955	35,595	0	0
4042	Grounds Maintenance	100	0	0	0	100	0	100	0	100	0	0
4162	General Expenditure	0	0	0	0	0	0	0	901	11,754	0	0
4920	Tfr to Cap Contingency Fund	0	26,000	0	0	0	0	0	0	0	0	0
4970	Tfr from Cap Contingency Fund	0	0	0	0	0	0	0	0	-35,010	0	0
6000	Central Overheads Reallocated	1,108	0	0	0	1,082	0	1,082	611	1,173	0	0
	Overhead Expenditure	27,005	26,473	0	0	27,558	0	27,558	24,729	40,928	0	0
	Movement to/(from) Gen Reserve	(27,005)	(26,473)			(27,558)		(27,558)	(24,729)	(40,928)		
<u>221</u>	<u>Congleton Town Hall</u>											
1009	Rent Rec'd - Museum Notional	4,500	4,500	0	0	4,500	0	4,500	2,250	4,500	0	0
1010	Rent Received - 3rd Party	11,033	9,033	0	0	1,533	0	1,533	767	1,533	0	0
1011	Rent Received - Internal CTC	17,017	17,017	0	0	26,517	0	26,517	13,259	26,517	0	0
1013	Letting Income - Grand Hall	30,400	30,002	0	0	25,400	0	25,400	16,627	25,400	0	0
1014	Letting Income - Bridestones	13,200	1,240	0	0	13,200	0	13,200	445	13,200	0	0

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16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1015	Letting Income -Spencer Suite	4,950	919	0	0	4,950	0	4,950	75	4,950	0	0
1016	Letting Income - Brasserie	15,000	0	0	0	15,000	0	15,000	0	15,000	0	0
1021	Letting Income - Internal	9,000	1,749	0	0	9,000	0	9,000	1,915	9,000	0	0
1022	Letting Income - F&F	5,000	0	0	0	3,000	0	3,000	0	1,000	0	0
1030	TIC Service charges	1,700	1,608	0	0	0	0	0	0	0	0	0
1035	Service Charges - Brasserie	4,500	0	0	0	4,500	0	4,500	0	0	0	0
1051	Catering Sales	10,000	0	0	0	10,000	0	10,000	80	0	0	0
1199	Miscellaneous Income	0	292	0	0	0	0	0	0	0	0	0
Total Income		126,300	66,359	0	0	117,600	0	117,600	35,417	101,100	0	0
3020	Catering Supplies	10,000	0	0	0	10,000	0	10,000	1	0	0	0
Direct Expenditure		10,000	0	0	0	10,000	0	10,000	1	0	0	0
4000	Staff Costs (re-allocated)	66,019	64,833	0	0	66,784	0	66,784	33,128	69,219	0	0
4008	Training	1,000	375	0	0	1,000	0	1,000	0	1,000	0	0
4009	Protective Clothing\H & Safety	500	0	0	0	500	0	500	19	500	0	0
4010	Cleaners	8,000	5,988	0	0	8,000	0	8,000	3,325	6,500	0	0
4011	Rates	27,530	27,392	0	0	27,692	0	27,692	16,436	29,078	0	0
4012	Water	6,000	7,203	0	0	6,000	0	6,000	831	6,150	0	0
4014	Electricity	20,125	13,042	0	0	20,125	0	20,125	3,963	24,125	0	0
4015	Gas	13,750	10,546	0	0	13,750	0	13,750	3,070	16,500	0	0
4016	Cleaning materials	2,000	2,162	0	0	2,000	0	2,000	856	2,000	0	0
4017	Refuse Disposal	3,000	3,005	0	0	3,100	0	3,100	1,438	3,000	0	0
4020	Miscellaneous Office Costs	1,200	998	0	0	1,300	0	1,300	1,084	1,500	0	0
4025	Insurance	8,000	7,551	0	0	8,000	0	8,000	8,069	9,800	0	0

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16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4033	Marketing/Promotions	3,500	1,828	0	0	3,500	0	3,500	437	3,500	0	0
4040	Maintenance Contracts	6,500	7,416	0	0	7,400	0	7,400	4,858	7,750	0	0
4041	Property Maintenance	15,000	14,719	0	0	15,000	0	15,000	9,017	15,000	0	0
4064	Legal & Professional fees	100	595	0	0	100	0	100	340	100	0	0
4068	Licences (incl PRS)	3,500	877	0	0	3,500	0	3,500	365	3,500	0	0
6000	Central Overheads Reallocated	6,046	5,001	0	0	5,699	0	5,699	3,217	7,061	0	0
	Overhead Expenditure	191,770	173,531	0	0	193,450	0	193,450	90,452	206,283	0	0
	Movement to/(from) Gen Reserve	(75,470)	(107,172)			(85,850)		(85,850)	(55,036)	(105,183)		
<u>225</u>	<u>Congleton Information Centre</u>											
1041	Third Party Ticket sales	0	0	0	0	0	0	0	12,221	24,000	0	0
1042	Books, Maps, Guides Sales	0	0	0	0	0	0	0	1,172	2,300	0	0
1043	Souvenir Sales	0	0	0	0	0	0	0	1,594	3,000	0	0
1044	Stamp sales	0	0	0	0	0	0	0	576	1,100	0	0
1045	Photocopy sales	0	0	0	0	0	0	0	257	500	0	0
1047	Theatre gift cards	0	0	0	0	0	0	0	149	300	0	0
1048	Food and Drink sales	0	0	0	0	0	0	0	457	900	0	0
1168	CEC Support Grant VIC	0	0	0	33,000	0	0	33,000	27,956	36,074	0	0
1177	Grants Receivable - CEC	0	0	0	-33,000	33,000	0	0	0	0	0	0
	Total Income	0	0	0	0	33,000	0	33,000	44,381	68,174	0	0
3041	3rd party tickets resale	0	0	0	0	0	0	0	8,072	21,000	0	0
3042	Books, Maps, Guides resale	0	0	0	0	0	0	0	1,146	3,300	0	0
3043	Souvenirs for resale	0	0	0	0	0	0	0	189	1,250	0	0

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16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
3046	Local produce for resale	0	0	0	0	0	0	0	317	650	0	0
3048	Food & Drink for resale	0	0	0	0	0	0	0	232	475	0	0
	Direct Expenditure	0	0	0	0	0	0	0	9,956	26,675	0	0
4000	Staff Costs (re-allocated)	0	0	0	0	48,652	0	48,652	24,638	59,272	0	0
4011	Rates	0	0	0	0	4,500	0	4,500	0	4,725	0	0
4013	Rent Payable	0	0	0	0	7,500	0	7,500	3,750	7,500	0	0
4026	Computer/IT Costs	0	0	0	0	0	0	0	1,336	240	0	0
4027	Photocopy Charges	0	0	0	-2,600	2,600	0	0	0	0	0	0
4162	General Expenditure	0	0	0	2,600	0	0	2,600	415	2,000	0	0
6000	Central Overheads Reallocated	0	0	0	0	4,151	0	4,151	2,343	0	0	0
	Overhead Expenditure	0	0	0	0	67,403	0	67,403	32,482	73,737	0	0
	Movement to/(from) Gen Reserve	0	0			(34,403)		(34,403)	1,943	(32,238)		
<u>263</u>	<u>Public Toilets</u>											
4010	Cleaners	5,850	2,950	0	0	3,500	0	3,500	1,663	3,500	0	0
4011	Rates	2,200	2,595	0	0	0	0	0	377	0	0	0
4012	Water	3,500	1,592	0	0	2,000	0	2,000	9	0	0	0
4014	Electricity	500	492	0	0	600	0	600	171	0	0	0
4016	Cleaning materials	1,500	947	0	0	1,700	0	1,700	312	1,700	0	0
4040	Maintenance Contracts	1,000	271	0	0	750	0	750	212	0	0	0
4041	Property Maintenance	1,500	1,341	0	0	1,600	0	1,600	1,027	0	0	0
4162	General Expenditure	0	0	0	0	100	0	100	0	0	0	0
	Overhead Expenditure	16,050	10,189	0	0	10,250	0	10,250	3,769	5,200	0	0

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16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		2020/21		2021/22						Budget 2022/23		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(16,050)	(10,189)			(10,250)		(10,250)	(3,769)	(5,200)		
270	Cenotaph											
4014	Electricity	0	54	0	0	250	0	250	90	255	0	0
	Overhead Expenditure	0	54	0	0	250	0	250	90	255	0	0
	Movement to/(from) Gen Reserve	0	(54)			(250)		(250)	(90)	(255)		
280	CTC Streetscape											
1040	Plant recharges	0	342	0	0	0	0	0	24	0	0	0
1165	Dev'd Services inc CEC Gross	366,702	366,701	0	0	372,702	0	372,702	186,444	380,156	0	0
1167	Streetscape external work	15,000	5,816	0	0	15,000	0	15,000	5,789	15,000	0	0
1183	Insurance claims received	0	145,499	0	0	0	0	0	0	0	0	0
1199	Miscellaneous Income	900	900	0	0	900	0	900	450	900	0	0
	Total Income	382,602	519,259	0	0	388,602	0	388,602	192,707	396,056	0	0
3030	Purchases for recharging	0	360	0	0	0	0	0	1,024	0	0	0
	Direct Expenditure	0	360	0	0	0	0	0	1,024	0	0	0
4000	Staff Costs (re-allocated)	438,814	412,562	0	0	438,885	0	438,885	212,870	442,706	0	0
4004	Temporary and Casual Staff	6,000	16,541	0	0	6,000	0	6,000	20,726	6,000	0	0
4008	Training	3,000	0	0	0	3,000	0	3,000	1,692	3,000	0	0
4009	Protective Clothing\H & Safety	4,500	3,947	0	0	4,500	0	4,500	3,134	4,500	0	0
4013	Rent Payable	3,067	3,067	0	-1,067	3,067	0	2,000	1,000	2,000	0	0
4016	Cleaning materials	5,000	4,491	0	0	5,000	0	5,000	4,028	7,500	0	0
4021	Telephone/Fax/Internet	700	702	0	0	700	0	700	404	900	0	0

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16:15 Annual Budget - By Committee (Actual YTD Month 6)

Note: Budgets 21/22

		<u>2020/21</u>		<u>2021/22</u>						<u>Budget 2022/23</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4025	Insurance	6,000	5,663	0	0	6,000	0	6,000	6,063	7,000	0	0
4041	Property Maintenance	1,200	641	0	0	1,200	0	1,200	145	1,200	0	0
4043	Horticultural etc Supplies	18,000	9,243	0	0	18,000	0	18,000	11,456	19,000	0	0
4046	Winter bedding	1,000	624	0	0	1,000	0	1,000	0	0	0	0
4047	Vehicle Maintenance\Serv\MOT	10,000	5,841	0	0	10,000	0	10,000	6,086	10,000	0	0
4048	Vehicle Fuel & Oil	13,000	9,911	0	0	13,000	0	13,000	7,041	14,000	0	0
4049	Vehicle Rental charges	39,000	36,114	0	0	37,000	0	37,000	19,267	37,000	0	0
4050	Street cleansing	3,500	1,962	0	0	3,000	0	3,000	1,271	3,000	0	0
4069	Other Professional Fees	0	145,499	0	0	0	0	0	0	0	0	0
4070	Covid-19 Expenditure	0	0	0	0	0	0	0	285	0	0	0
4162	General Expenditure	4,000	4,339	0	0	4,000	0	4,000	3,695	4,000	0	0
4920	Tfr to Cap Contingency Fund	0	24,000	0	0	0	0	0	0	0	0	0
6000	Central Overheads Reallocated	40,188	33,239	0	0	37,449	0	37,449	21,138	40,918	0	0
	Overhead Expenditure	596,969	718,386	0	-1,067	591,801	0	590,734	320,299	602,724	0	0
	Movement to/(from) Gen Reserve	(214,367)	(199,487)			(203,199)		(202,132)	(128,616)	(206,668)		
	Town Hall and Assets - Income	508,902	585,618	0	0	539,202	0	539,202	272,505	565,330	0	0
	Expenditure	841,794	928,992	0	-1,067	900,712	0	899,645	482,802	955,802	0	0
	Movement to/(from) Gen Reserve	(332,892)	(343,375)			(361,510)		(360,443)	(210,298)	(390,472)		
	Total Budget Income	1,439,766	1,533,202	0	0	1,499,038	0	1,499,038	1,242,561	1,572,353	0	0
	Expenditure	1,439,766	1,525,519	0	0	1,499,038	0	1,499,038	704,014	1,572,353	0	0
	Movement to/(from) Gen Reserve	0	7,683			0		0	538,547	0		