



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

20th January 2022

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 27th January 2022** 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 25th November 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**

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 of 30th November 2021.

8. New Applications for Financial Assistance (Enclosed)

- **Grant Ref 11/2122 Congleton Harriers**

9. New Grant Activities Monitoring Forms and Letter of Thanks (Enclosed)

9.1 Congleton Harriers - New Grant Activities Monitoring Form

9.2 Parish of Congleton St Peter's Church - Letter of thanks

10. Management Accounts (Enclosed)

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

11. Bank Reconciliation (Enclosed)

To receive and consider the bank reconciliation as of 30th November 2021.

12. Savings Account Balances (Enclosed)

To receive the Savings Account balances as of 30th November 2021.

13. List of Payments (Enclosed)

To receive and approve the Payments lists between 1st October and 30th November 2021.

14. Appointment of Internal Auditor (Enclosed)

To approve the appointment of Auditing Solutions Ltd as the internal Auditor for 2022/23.

15. Internal Audit: First Interim Report (Enclosed)

To receive and approve the Internal Audit Report – First Interim 2021/22.

16. Annual Review of the Investment Strategy and Policy (Enclosed)

1. To approve the updated Investment Strategy.
2. To approve the update to point 4 in the Investment Policy and to recommend this to Council for approval and to adopt within the Updated Investment Policy into the Constitution.
3. To approve the addition of point 5 and to recommend this to Council for approval and to adopt within the Updated Investment Policy into the Constitution noting that this new point 3.5 automatically lapses on the day the Notice of Poll for the Council elections to Congleton Town Council for May 2023 are published.

17. Congleton Regeneration Working Group (Enclosed)

1. To receive a verbal update.
2. To receive a report to delegate the responsibility for awarding the first-floor improvement grants to the Chief Officer, or in their absence the Deputy Chief Officer, and for them to consult with members of the Regeneration Working Group using the criteria and process outlined.

18. Resolution to Exclude the Public and Press from Item 19

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting due to commercial sensitivities.

19. Congleton Information Centre Commission Rates (Confidential Report)

To approve discussion of current commission rates.

To: Members of the Finance & Policy Committee

Clrs: 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 25th November 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 25th November 2021](#)

PRESENT Committee members:

Cllr Robert Douglas (Chair)
Cllr Jean Parry
Cllr J Smith
Cllr R Moreton
Cllr S Akers Smith
Cllr D Amies
Cllr D Brown
Cllr M Gartside (Deputy Mayor – Ex Officio)

Non-committee member/s:

Cllr K Wesley
Cllr S Firkin
Cllr M Amies

Also present:

Congleton Town Council Officers:
• David McGifford (Chief Officer)
• Serena Van Schepdael (Responsible Financial Officer)

1. Apologies

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

Apologies were received from:

Committee members: Cllr R Chadwick (Vice Chair)
Cllr G Hayes
Cllr P Duffy

2. Minutes of Previous Meetings

FAP/38/2122 RESOLVED to approve the [minutes of the Finance & Policy Committee held on 30th September 2021](#).

3. Declarations of Interest

Cllrs D Brown, R Moreton and, S Akers Smith declared a non-pecuniary interest on any matters relating to Cheshire East Council.

The below Councillors declared a non-pecuniary interest in item 8, New Applications for Financial Assistance:

Cllrs D Amies & S Akers Smith application GR08/2122

Cllr J Smith applications GR09/2122 and GR10/2122

Cllr R Douglas application GR10/2122

Cllr M Gartside application GR10/2122

4. Outstanding Actions

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 were no questions from members of the public.

6. Urgent Items

There were no urgent items raised at the meeting.

7. Grant Approvals and Commitments 2021/22

FAP/39/2122 RESOLVED to receive the statement showing the current position as at 31st October 2021.

8. New Applications for Financial Assistance

FAP/40/2122 RESOLVED to award the following grants:

- **Grant Ref 07/2122 St Peter's Church Parish of Congleton** - £256 in respect of the Clock Maintenance to be paid from the Committed Grants budget, and £750 for the replacement flagpole to be paid from the Community Grants budget.
- **Grant Ref 08/2122 Congleton Rotary Club** - £450 to be paid from the Community Grants budget, with the added requirement that the funds raised by Rotary are to be awarded to Congleton based clubs only.
- **Grant Ref 09/2122 Cheshire Police/PCSO** – Delegate £1000 award to Chief Officer after making further enquiries on costs and distribution quantities for Congleton.
- **Grant Ref 10/2122 3rd Congleton Brownies and 2nd Congleton West Rainbows** - £225 for transport costs to be paid from the Community Grant budget.

9. New Grant Activities Monitoring Forms

FAP/41/2122 RESOLVED to receive the New Grant Activities Monitoring Form from Congleton Live CIC Ltd (Congleton Jazz and Blues).

10. Management Accounts

FAP/42/2122 RESOLVED to receive the Management Accounts as at 30th September 2021.

11. Bank Reconciliation

FAP/43/2122 RESOLVED to receive the bank reconciliation as at 30th September 2021.

12. Savings Account Balances

FAP/44/2122 RESOLVED to:

- 1: Note the update of re-investment.
- 2: Receive the Savings Accounts balances to 30th September 2021.

Action: To bring the investment policy to the Finance and Policy Committee in January 2022 for review.

13. List of Payments

FAP/45/2122 RESOLVED to receive and approve the Payments lists between 1st August and 30th September 2021.

14. Review of Financial Regulations

FAP/46/2122 RESOLVED to approve the updates as presented and in addition the below items, and to recommend these updates to Council for approval and to adopt the updated Financial Regulations to be adopted into the Constitution:

- Remove item 6.8
- Update Credit card 6.16 to state: Details of the Credit Card must not be stored or saved in online trading/purchasing accounts.
- Include in 6.9: Evidence of the 2 signatories must be retained.
- New Point in section 6: Salaries are to be paid by bank transfer and the payment summary approved by the Chair of Finance and one other signatory.

15. Budget and Precept 2022-23

FAP/47/2122 RESOLVED to:

- 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.

**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	GR07/2122	PCA1957 s2	FAP/40/2122		300.00	300.00	256.00	44.00	17/12/2021
Totals						0.00	38,333.00	38,333.00	37,289.00	1,044.00	
	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	2,000.00	0.00	12/11/2021
25/11/2021	St Peter's Church	Replacement flagpole	GR07/2122	Gpoc	FAP/402122		750.00	750.00	0.00	17/12/2021
25/11/2021	Rotary Club of Congleton	Swimathon costs	GR08/2122	Gpoc	FAP/402122		450.00			
25/11/2021	3rd Congleton Guides & Brownies	Transport cost for trip	GR010/2122	Gpoc	FAP/402122		225.00			
Totals						8354.00	10079.75	6777.44	10981.31	
	EMR b/fwd			£8,354.00						
	Budget 21/22			£19,500.00	£57,833.00	Total Grant budget				
	Total approved to date			£18,433.75						
	Total money still available for grants			£9,420.25						



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	Applicant(s):	██████████	
1.2	Representing:	Congleton Harriers www.congleton-harriers.co.uk	
1.3	Email Address:	██	
1.4	Tel No.	██████████	
1.5	Project Title:	34th annual 'Cloud 9 Hill Race' 6th March 2022	
1.6	Project Objectives:	<p>To promote running and health to the people of Congleton and the surrounding area not only club runners but adults of all ages, abilities and experience. To introduce occasional runners to off-road running as a healthier and safer alternative to road running. To recognise achievements and encourage participation we award prizes in all age categories both Male and Female.</p> <p>To use surplus funds to support local charities and not for profit groups.</p>	
1.7	Brief Project Description:	<p>The unique and charismatic 'Cloud 9 Hill Race' is a very popular annual event attracting 350 plus runners every year and ranks highly on the Fell Runners Association calendar. It is one of the largest Fell races in the country taking in Bosley Cloud and the ancient Bridestones along the 9 mile route which starts and finishes in Congleton. Now in its 34th year and more popular than ever we expect another large turnout.</p> <p>Each year an amount is donated to local charities.</p>	
1.8	Details accounts/budgets	<p>The event is organised by the members of Congleton Harriers running club who give their time free to marshal, time keep, set up and provide refreshments for runners and spectators. The majority of our costs which we estimate in 2022 to be around £1851 are covered by entry fees. However, this is not guaranteed, inclement weather can reduce the number of entrants dramatically or even cause cancellation (as happened in the Foot & Mouth year and currently the Pandemic). So, given this is the club's only fundraising event (out of the three we organise each year), and we also donate part of the proceeds to local charity, we are looking to secure support to cover a portion of the costs and ensure the race continues in the future.</p> <p>By maintaining low club subscriptions we feel confident we are able to attract more runners of all ages and from all walks of life thus providing a relatively inexpensive means of keeping fit and meeting other like minded people. We cater for beginners by ensuring club members</p>	

		accompany them on runs as well as offer transport should they wish to attend races.	
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Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Estimated £1851	
2.2	Total contribution sought:	£425 To cover essential Medical costs	
2.3	What will the money be spent on?	See attached quotation	
2.4	Any ongoing costs:	Storage of signage, equipment, any stock items £100 per annum. Most of the main costs will be repeated each year except for signage which will likely be replaced every 3-4 years.	
2.5	Details of <i>confirmed match funding</i> include source Cash: In kind:	None to date	
2.6	Resources needed:	Financial support as requested. Plus any other publicity as may be offered in Town council publications, Tourist office etc would be greatly appreciated. We aim to get as many local participants as possible.	
2.7	Estimated timescale of project from start to finish:	Race one day obviously. But approximately 4 months in total. To include planning 3 months and completion / close off 1 month	


Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Promotes Congleton as a place to live and set up business to a wider audience. Promotes running as a means to stay fit and healthy for all ages and abilities. Introduces local running clubs to the community and encourages membership. Promotes community participation in the organisation of events Provides support to local charities Promotes local businesses who get involved in the event.	
3.2	Are there similar services/projects provided in the area	No other local events on the same day as far as we are aware and certainly nothing as unique or charismatic as the 'Cloud 9'.	

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Part 4: Evaluation

4.1	<i>How will the project be evaluated?</i>	A full profit and loss account will be prepared A formal post race review meeting will be held A press report will be written From direct emails and feedback that appears on the Fell Runners Association and Runners' World forums, and via various other publications.
4.2	<i>Who will carry out the evaluation?</i>	Congleton Harriers 'Cloud 9' race committee

Signature: 

Date: 14th March 2022

Quotation for Services



Gator Medical

Scottd@gator-events.co.uk

Gator Events Ltd

Date: 13/01/2022

Quotation Ref: GM 015

EVENT

Congleton Harriers (Cloud 9)

Event Date

Sunday 6th March 2022

Event Times

11am-2pm

Resources Required

First Aiders x3

First Aid Treatment Centre

AED x2

4x4 Vehicle

We will aim to arrive and be set up by 10.00am to deal with any pre-event issues and be ready in plenty of time for the start. We will stay until the events completion.

The total cost of the cover is £425.00

We specialize in running events on all surfaces from cross country to road, fell, trail to track. We have several Sports Therapists included in our First Aid team to ensure the best possible advice and treatments are given to any injured athletes.

Please do not hesitate to contact me for further information if required.

Kind Regards,

Scott Dundas



Town Council Grant

Activities Monitoring Form

1. Contact Details

Organisation name:	Congleton Half Marathon 3rd October 2021 (organised by Congleton Harriers)		
Address:	Congleton Harriers, (Currently meeting at Congleton Tennis Club) Congleton		

2. Grant Information

Grant Reference Number:			
Total project cost:			

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£2588.17
Please list receipts below: Please see attached accounts.		

3. Project Information

When did the project commence?		March 2021	
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, how will this be used? Total profit was £2588.17 Which will be distributed evenly amongst our three chosen charities East Cheshire Hospice, Congleton Foodbank, and Ruby's Fund.			
Please explain how the grant money was used: The grant money was used to fund the hire of Congleton High School Hall for use as Race HQ on the day and registration of the runners. After the race it was used as the venue for presentations to the prize winners.			

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

Apart from the obvious pleasure it gave all participants whether they be runners, volunteers, or spectators, it brought the whole community together and proved what can be achieved through determination and teamwork.

The main difference the event makes to the community is promotion of the health benefits physical and mental of not just running, but activity of any sort at any age.

As a club our members wholeheartedly get behind the race every year and give up many hours of their free time to put on the race and it gives us a huge amount of satisfaction (and relief) when everybody enjoys the day and goes home safely with a smile on their faces.

Yes, we may gain a few new members, but our main reasons for organizing the event are it's a nice thing to do, promotes Congleton town, and involves the local community and surrounding boroughs.

This year we went the extra mile to further associate the race with Congleton by having a Bear design on the T shirts given to runners and a special Bear medal struck.

The feedback we have had on Social media and by E mail has been hugely positive with many already committing to return next year !

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 our race website and during the prizegiving ceremony.

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?

It was fairly straight forward and simple to follow

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 HALF MARATHON 2021

Based on 500 limit		ACTUALS			PAID
INCOME		COST	QTY	TOTAL	
341	Affiliated entries	£23.00	148	£3,404.00	Received
	Unaffiliated entries	£25.00	193	£4,825.00	
19	Free Places	£0.00	19	£0.00	
	Congleton Inclosure Trust (road closures)	£919.20	1	£919.20	Received
	Congleton Town Council (school hire)	£705.00	1	£705.00	Received
	Timothy Brown	£1,100.00	1	£1,100.00	Received
	David Wilson Homes	£100.00	1	£100.00	Received
		£0.00	0	£0.00	
		£0.00	0	£0.00	
		£0.00	0	£0.00	
INCOME TOTAL				£11,053.20	

		ACTUALS			PAID
EXPENDITURE		COST	QTY	TOTAL	
	T-shirts	£2,503.50	1	£2,503.50	PAID
	Medals (Fast Track)	£2.35	350	£822.50	PAID
	Medal Deliver via Air Mail (Fast Track)	£264.00	1	£264.00	PAID
	AV timing, clock, numbers and chips (booked for 2020)	£1,080.45	1	£1,080.45	PAID
	Running Bear Prizes	£675.00	1	£675.00	
	Amberon road closures	£919.20	1	£919.20	PAID
	Hire of School	£650.00	1	£650.00	
	Course re-measure	£48.50	1	£48.50	
	Donations to School PTA	£100.00	1	£100.00	
	Bryan Dale photography	£100.00	1	£100.00	
	Race Licence	£30.00	1	£30.00	
	Cheshire Marshals	£0.00	0	£0.00	N/A
	Water Bottles	£0.00	0	£0.00	N/A
	Medical Provider (JOLA/Gator Events)	£705.00	1	£705.00	
	Ken Rushton	£90.00	1	£90.00	PAID
	Flyers Printing	£0.00	1	£0.00	
	Adverting Banners	£313.49	1	£313.49	
	Signage	£54.13	1	£54.13	PAID
	Signage supplies	£0.00	0	£0.00	N/A
	Practical Van Hire (use on day)	£25.00	1	£25.00	PAID
	Fuel	£25.86	1	£25.86	PAID
	Sundaries	£0.00	0	£0.00	N/A
	Runner's Survey	£0.00	0	£0.00	N/A
	Postage (Post event t-shirt and medals)	£58.40	1	£58.40	
		£0.00	1	£0.00	
		£0.00	1	£0.00	
		£0.00	1	£0.00	
		£0.00	1	£0.00	
		£0.00	1	£0.00	
EXPENDITURE TOTAL				£8,465.03	
PROFIT FOR CHARITIES				£2,588.17	



[REDACTED]
Congleton
[REDACTED]

January 4th 2022

Dear Councillors

I am writing on behalf of the Parish of Congleton to thank you for the grant for the clock service and replacing the flag pole at St. Peter's Church. We are extremely grateful for your support.

As I am sure you are aware the upkeep of a grade 1 listed building is a significant cost to parishioners and grants play a vital role in helping us look after the building.

We look forward to playing our part in the both the town's celebration of the 750th anniversary of its charter and also in celebrating the Queen's Platinum Jubilee.

Yours sincerely

Pauline Drew

On behalf of St. Peters in the Parish of Congleton

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	27 th January 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	10 Management Accounts to 30th November 2021.		
Background	Variance analysis for the period 1 st April to 30 th November 2021 to accompany the attached spreadsheets in Appendix 10.1		
Updates	<p>These figures cover an 8-month period, which equates to 66.7% of the annual budget. Any budget lines that are <u>over budget</u> will be in bold, a request to note this is made in the decision requested. All Central overheads in all cost centres are at 72%.</p> <p><u>Finance and Policy Committee</u></p> <p><u>Corporate Management</u> Currently at 65% expenditure.</p> <ul style="list-style-type: none">• Insurance: <u>Over budget</u> at 101% which is due to increase due to revaluations of contents and the Town Hall.• Telephone/Internet: <u>Over budget</u> Upgrade to the system required for increase in lines.• Recruitment Advertising: <u>Over budget</u> Higher requirement due to 3 vacancies.• Subscriptions & Publications: 84% most subscriptions now fully paid up• Stationery & Printing: 73% due to day-to-day requirements <p><u>Democratic/Civic</u> Currently at 64% expenditure.</p> <ul style="list-style-type: none">• Training/Conferences: 92% SLIC E-Training costs• Marketing & Promotions: 79%• Council Newsletter: 93% <p><u>Grants</u> Currently 84% expenditure.</p> <ul style="list-style-type: none">• £9,420 Community Grants remains available for the remainder of this financial year.		

Community and Environment Committee

Currently at 62% expenditure.

- Floral display currently **over budget** showing 121%, this is a combination of lower income as Hanging Baskets were given Free of Charge and costs required for the event at the Town Hall.
- 302 Community Development: As a note all Green Fair costs have been split from the main Marketing and Promotions and the cost for the Fair is £2,886
- 300 Public Realm: **Over budget**, £340 was to clean the Treo Statue.

Town Hall, Assets and Services Committee

Currently at 71% expenditure.

- Paddling Pool- Cost Centre **Over budget** Currently at 107% expenditure, the pool opened 16th August 2021 and closed on 12th September 2021.
- Town Hall - 72% overall
 - Most budget codes as expected. The Legal and Professional fees spend is **Over budget** for the energy certificate which was not budgeted for.
 - 43% of income received as of 30th November 2021.
 - The Grand Hall income is 94% of the budget due to the NHS vaccine bookings and there have been some room bookings.
 - Other room bookings have increased due to a number of private bookings.
 - There remains no commercial partner.
- Congleton Information Centre

Overall expenditure is at 75% income is at 133%, it is worth noting there is only a budget set for CEC income and only budgets set for Direct Expenditure. There was no budget set for sales income and no budget set for indirect expenditure for sales items, this has changed for 2022-23.

Income budgeted for this year from Cheshire East Council was £33,000 but we will receive £55,011, posted in this trading account to date this shows as £44,011 received to date. (The income due from CEC reduces year on year over 3 years.)

	<ul style="list-style-type: none"> • <u>Streetscape</u>: 82% Net expenditure overall. <ul style="list-style-type: none"> ○ Agency Staff budget is over budget, this is for staff cover, staff costs are slightly below budget at 65%. Both budgets together arrive at 71% spend. ○ Protective Clothing/Health & Safety is at 86% and Cleaning is <u>Over budget</u> at 104% for PPE and day to day requirements. A review of these accounts is taking place to highlight Covid related costs. ○ Horticultural Supplies at 74% - Work completed at St Peters Churchyard and Summer bedding purchases, winter bedding budget will now also be utilised. ○ Insurance- <u>Over budget</u> at 112% due to revaluations. <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 65%, in line with budget.</p>
Decision Requested	To receive the Management Accounts to 30 th November 2021 noting Over Budget lines as indicated in the report.

Congleton Town Council
Management Accounts 2021
Nov-21

Expected spending for M8 is 66.7%

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
Finance and Policy Committee				
Corp Management				
Staff Costs (re-allocated)	108,610	165,881	57,271	65%
Travel	0	500	500	0%
Training / Conferences	1,653	3,000	1,347	55%
Rent Payable	11,345	17,017	5,672	67%
Miscellaneous Office Costs	1,152	1,660	508	69%
Telephone/Fax/Internet	2,045	920	-1,125	222%
Postage	738	2,620	1,882	28%
Stationery & Printing	2,116	2,900	784	73%
Subscriptions & Publications	3,416	4,200	784	81%
Insurance	10,135	9,000	-1,135	113%
Computer/IT Costs	10,965	13,130	2,165	84%
Photocopy Charges	616	2,300	1,684	27%
Recruitment Advertising	994	500	-494	199%
Other Advertising	70	300	230	23%
Bank Charges	668	1,000	332	67%
Audit Fees - External	2,000	2,000	0	100%
Audit Fees - Internal	460	1,335	875	34%
Accountancy Support	2,252	5,000	2,748	45%
Legal & Professional fees	1,538	6,900	5,362	22%
HR & H&S support	2,656	4,500	1,844	59%
Central Overheads reallocated	-44,607	-61,561	-16,954	72%
Corporate Management:-Expenditure	118,822	183,102	64,280	65%
Interest Receivable	-1,763	-1,500	263.00	118%
Corporate Management :- Income	-1,763	-1,500	263	118%
Net Expenditure over Income	117,059	181,602	64,543	64%
Civic				
Staff Costs (re-allocated)	19,535	30,392	10,857	64%
Training / Conferences	1,648	1,800	152	92%
Stationery & Printing	38	500	462	8%
Marketing/Promotions	790	1,000	210	79%
Council Newsletter	5,770	6,200	430	93%
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	2,161	5,000	2,839	43%
Civic Regalia	60	250	190	24%
Hall & Room Hire	2,063	6,000	3,937	34%
Civic Artefacts and Treasures	108	500	392	22%
Central Overheads reallocated	1,879	2,593	714	72%
Civic:-Expenditure	37,962	59,435	21,473	64%
Grants <u>Grants</u>	48,413	57,833	9,420	84%
F&P Income - Expenditure Totals	203,434	298,870	95,436	68%
Community and Environment Committee				
212 Propagation Unit	0	1,000	1,000	0%
215 Floral Displays	14,768	12,250	-2,518	121%
241 Allotments	118	1,250	1,132	9%
300 Public Realm	340	0	-340	#DIV/0!
301 Congleton Partnership	23,703	35,554	11,851	67%
302 Community Development	75,716	117,351	41,635	65%
303 Crime Reduction/CCTV	26,187	48,650	22,463	54%
305 Christmas Fayre/lights	5,925	16,000	10,075	37%
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	2,020	5,000	2,980	40%
341 Youth and Young People	136	2,000	1,864	7%
351 Luncheon Club	4,586	9,000	4,414	51%
C,E &S Income - Net Expenditure Totals	153,499	248,055	94,556	62%

Town Hall, Assets and Services Committee

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<u>Paddling Pool</u>	29,419	27,558	-1,861	107%
<u>Town Hall</u>				
Town Hall - Expenditure	111,846	203,450	91,604	55%
Town Hall - Income	-50,262	-117,600	-67,338	43%
Net Expenditure over Income	61,584	85,850	24,266	72%
<u>Congleton Information Centre</u>				
CEC Support Grant	-44,011	-33,000	11,011	133%
Sales Income: Third Party Ticket sales	-33,174	0	33,174	
Sales Income	-6,599	0	6,599	
Direct expenditure	4,518	67,403	62,885	7%
Third Party Ticket expenditure	28,879		-28,879	
Expenditure: Staff	35,006		-35,006	
Expenditure	10,386		-10,386	
Net Expenditure over income	-4,995	34,403	39,398	-15%
<u>Public Toilets</u>	4,259	10,250	5,991	42%
<u>Cenotaph</u>	140	250	110	56%
<u>Streetscape</u>				
Streetscape Expenditure	423,362	590,734	167,372	72%
Streetscape - Income CEC	-248,468	-372,702	-124,234	67%
Streetscape - External work income	-9,291	-15,000	-5,709	62%
Streetscape - Other	-24	0	24	
Streetscape - Misc Income	-450	-900	-450	50%
	-258,233	-388,602	-130,369	66%
Net Expenditure over Income	165,129	202,132	37,003	82%
Town Hall, Assets and Services - Net Expenditure	255,536	360,443	104,907	71%
<u>Capital</u>	35,889	46,778	10,889	77%
Total Net Expenditure	648,358	954,146	305,788	68%
Staff Costs	574,621	887,343	312,722	65%

Reserves as at 30th November 2021

310	General Reserve	226,244
318	Capital Equipment Fund	27,007
320	Capital Contingency Fund	436,391
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	18,399
343	EMR Marketing	5,000
344	EMR Congleton Neighbourhood Plan	8,939
345	EMR Cenotaph	10,419
346	EMR Rotary Bonfire	5,000
348	EMR Civic	1,000
		842,914

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Congleton Town Council

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Bank Reconciliation Statement as at 10/12/2021
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	30/11/2021	949	71,057.17
			<u>71,057.17</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			71,057.17
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			71,057.17
		Balance per Cash Book is :-	<u>71,057.17</u>
		Difference is :-	0.00

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Congleton Town Council

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RBS Current/I Access Acct

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		51,298.00					51,298.00	
bacs	Banked: 01/11/2021	537.76						
bacs	CIC sumup	537.76			505		537.76	CIC income
bacs	Banked: 01/11/2021	15.00						
	Sales Recpts Page 2555	15.00	15.00		100			Sales Recpts Page 2555
bacs	Banked: 01/11/2021	15.00						
	Sales Recpts Page 2556	15.00	15.00		100			Sales Recpts Page 2556
bacs	Banked: 01/11/2021	19,068.67						
bacs	HMRC	19,068.67			105		19,068.67	VAT
bacs	Banked: 02/11/2021	731.91						
bacs	CIC Sumup	731.91			505		731.91	CIC income
000320	Banked: 02/11/2021	649.98						
000320	CIC income	649.98			505		649.98	CIC income
bacs	Banked: 02/11/2021	15.00						
	Sales Recpts Page 2571	15.00	15.00		100			Sales Recpts Page 2571
bacs	Banked: 02/11/2021	3.13						
bacs	Public Sector Deposit Bond	3.13			1190	101	3.13	interest
bacs	Banked: 02/11/2021	266.40						
	Sales Recpts Page 2572	266.40	266.40		100			Sales Recpts Page 2572
bacs	Banked: 02/11/2021	400.00						
bacs	Denis Murphy	400.00			1299	108	400.00	Donation - St Mary's
bacs	Banked: 03/11/2021	697.57						
bacs	CIC Sumup	697.57			505		697.57	CIC income
bacs	Banked: 03/11/2021	33.00						
	Sales Recpts Page 2573	33.00	33.00		100			Sales Recpts Page 2573
bacs	Banked: 03/11/2021	170.40						
	Sales Recpts Page 2574	170.40	170.40		100			Sales Recpts Page 2574
000321	Banked: 03/11/2021	579.35						
000321	CIC Sumup	579.35			505		579.35	CIC income
bacs	Banked: 04/11/2021	1,062.50						
bacs	CIC Sumup	1,062.50			505		1,062.50	CIC income
bacs	Banked: 04/11/2021	1,356.32						
bacs	CIC Sumup	1,356.32			505		1,356.32	CIC income
000322	Banked: 04/11/2021	243.70						
000322	CIC income	243.70			505		243.70	CIC income
000323	Banked: 05/11/2021	476.52						
000323	CIC income	476.52			505		476.52	CIC income

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Congleton Town Council

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Cashbook 1

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RBS Current/I Access Acct

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Banked: 08/11/2021	1,330.82						
bacs	CIC sumup	1,330.82			505		1,330.82	CIC income
000324	Banked: 08/11/2021	1,182.90						
000324	CIC income	1,182.90			505		1,182.90	CIC income
bacs	Banked: 09/11/2021	15.00						
	Sales Recpts Page 2557	15.00	15.00		100			Sales Recpts Page 2557
bacs	Banked: 09/11/2021	5,057.99						
bacs	CIC sumup	5,057.99			505		5,057.99	CIC income
bacs	Banked: 09/11/2021	199.28						
bacs	CIC sumup	199.28			505		199.28	CIC income
bacs	Banked: 10/11/2021	15.00						
	Sales Recpts Page 2558	15.00	15.00		100			Sales Recpts Page 2558
bacs	Banked: 10/11/2021	15.00						
	Sales Recpts Page 2559	15.00	15.00		100			Sales Recpts Page 2559
bacs	Banked: 10/11/2021	183.11						
bacs	CIC sumup	183.11			505		183.11	CIC income
bacs	Banked: 10/11/2021	1,734.50						
bacs	interest	1,734.50			1190	101	1,734.50	interest
bacs	Banked: 10/11/2021	4,092.67						
	Sales Recpts Page 2560	4,092.67	4,092.67		100			Sales Recpts Page 2560
000268	Banked: 11/11/2021	121.21						
	Sales Recpts Page 2553	121.21	121.21		100			Sales Recpts Page 2553
00267	Banked: 11/11/2021	34.80						
	Sales Recpts Page 2554	34.80	34.80		100			Sales Recpts Page 2554
bacs	Banked: 11/11/2021	90.00						
	Sales Recpts Page 2561	90.00	90.00		100			Sales Recpts Page 2561
bacs	Banked: 12/11/2021	225.12						
bacs	CIC Sumup	225.12			505		225.12	CIC income
bacs	Banked: 12/11/2021	754.14						
	Sales Recpts Page 2562	754.14	754.14		100			Sales Recpts Page 2562
bacs	Banked: 12/11/2021	168.64						
	Sales Recpts Page 2563	168.64	168.64		100			Sales Recpts Page 2563
bacs	Banked: 12/11/2021	111,866.40						
	Sales Recpts Page 2564	111,866.40	111,866.40		100			Sales Recpts Page 2564
bacs	Banked: 15/11/2021	435.92						
bacs	CIC Sumup	435.92			505		435.92	CIC income

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Congleton Town Council

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RBS Current/I Access Acct

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
000325	Banked: 15/11/2021	326.27						
000325	CIC income	326.27			505		326.27	CIC income
bacs	Banked: 16/11/2021	59.40						
	Sales Recpts Page 2565	59.40	59.40		100			Sales Recpts Page 2565
bacs	Banked: 16/11/2021	302.21						
bacs	CIC sumup	302.21			505		302.21	CIC income
bacs	Banked: 17/11/2021	341.65						
bacs	CIC Sumup	341.65			505		341.65	CIC income
bacs	Banked: 17/11/2021	205.26						
bacs	CIC Sumup	205.26			505		205.26	CIC income
bacs	Banked: 17/11/2021	250.00						
	Sales Recpts Page 2566	250.00	250.00		100			Sales Recpts Page 2566
bacs	Banked: 18/11/2021	29.43						
bacs	CIC Sumup	29.43			505		29.43	CIC income
bacs	Banked: 18/11/2021	600.00						
	Sales Recpts Page 2567	600.00	600.00		100			Sales Recpts Page 2567
bacs	Banked: 18/11/2021	113.00						
	Sales Recpts Page 2568	113.00	113.00		100			Sales Recpts Page 2568
bacs	Banked: 19/11/2021	15.00						
	Sales Recpts Page 2569	15.00	15.00		100			Sales Recpts Page 2569
bacs	Banked: 22/11/2021	165.15						
bacs	CIC sumup	165.15			505		165.15	CIC income
00326	Banked: 22/11/2021	184.67						
000326	CIC income	184.67			505		184.67	CIC income
bacs	Banked: 22/11/2021	32,466.00						
	Sales Recpts Page 2570	32,466.00	32,466.00		100			Sales Recpts Page 2570
bacs	Banked: 23/11/2021	505.54						
bacs	CIC Sumup	505.54			505		505.54	CIC income
bacs	Banked: 24/11/2021	464.84						
bacs	CIC Sumup	464.84			505		464.84	CIC income
bacs	Banked: 25/11/2021	55.11						
bacs	CIC Sumup	55.11			505		55.11	CIC income
bacs	Banked: 25/11/2021	2,538.74						
	Sales Recpts Page 2575	2,538.74	2,538.74		100			Sales Recpts Page 2575
bacs	Banked: 26/11/2021	149.68						
bacs	CIC Sumup	149.68			505		149.68	CIC income

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Congleton Town Council

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RBS Current/I Access Acct

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
bacs	Banked: 26/11/2021	59.40						
	Sales Recpts Page 2576	59.40	59.40		100			Sales Recpts Page 2576
420.00	Banked: 26/11/2021	420.00						
	Sales Recpts Page 2577	420.00	420.00		100			Sales Recpts Page 2577
bacs	Banked: 26/11/2021	80.12						
bacs	CIC Sumup	80.12			505		80.12	CIC income
000327	Banked: 29/11/2021	301.10						
000327	CIC income	301.10			505		301.10	CIC income
bacs	Banked: 30/11/2021	210.00						
	Sales Recpts Page 2578	210.00	210.00		100			Sales Recpts Page 2578
bacs	Banked: 30/11/2021	100.00						
	Sales Recpts Page 2579	100.00	100.00		100			Sales Recpts Page 2579
bacs	Banked: 30/11/2021	29.25						
bacs	CIC Sumup	29.25			505		29.25	CIC income
bacs	Banked: 30/11/2021	141.31						
bacs	CIC Sumup	141.31			505		141.31	CIC income
Total Receipts for Month		193,957.84	154,519.20	0.00			39,438.64	
Cashbook Totals		245,255.84	154,519.20	0.00			90,736.64	

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Congleton Town Council

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RBS Current/I Access Acct

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2021	Prism Solutions	dd	115.74	115.74		501			66565/13250/call charges
01/11/2021	Cheshire East Council	DD	2,739.00			4011	221	2,739.00	Town Hall rates
05/11/2021	BACS P/L Pymnt Page 2728	BACS Pymnt	7,396.12	7,396.12		501			BACS P/L Pymnt Page 2728
10/11/2021	Purchase Power	dd	230.26	230.26		501			BI531967/13275/Printer paper
12/11/2021	BACS P/L Pymnt Page 2735	BACS Pymnt	2,476.95	2,476.95		501			BACS P/L Pymnt Page 2735
12/11/2021	The Green Tree House	BACS	240.00			4701	107	240.00	GR07/2122
12/11/2021	CTC	BACS	119.70		19.95	3041	225	99.75	Bid up in Arms
12/11/2021	BACS P/L Pymnt Page 2767	BACS Pymnt	792.86	792.86		501			BACS P/L Pymnt Page 2767
15/11/2021	West Mercia Energy	dd	234.91	234.91		501			11148845/13224/pool electric
15/11/2021	RBS Autopay	BACS	93.20			4051	101	93.20	interest
16/11/2021	CTC	008971	118.53			210		118.53	petty cash
18/11/2021	Congleton Town Council	BACS	72,894.29			515		42,031.25	Payroll
						525	0	14,479.08	Payroll
						545	0	60.00	Payroll
						520	0	16,277.96	Payroll
						530	0	46.00	Payroll
19/11/2021	BACS P/L Pymnt Page 2739	BACS Pymnt	32,225.22	32,225.22		501			BACS P/L Pymnt Page 2739
19/11/2021	RBS	BACS	11.95			4051	101	11.95	Bank charges
19/11/2021	West Mercia Energy	dd	291.46	291.46		501			11153736/13253/T Hall Gas
23/11/2021	EE Ltd	DD	156.91	156.91		501			01287322316/13402/call charges
23/11/2021	Siba	BACS	40,000.00			202		40,000.00	SIBA transfer
25/11/2021	Prism Solutions	dd	1,576.28	1,576.28		501			149321/13414/IT support
26/11/2021	BACS P/L Pymnt Page 2749	BACS Pymnt	7,478.86	7,478.86		501			BACS P/L Pymnt Page 2749
26/11/2021	West Mercia Energy	dd	1,886.07	1,886.07		501			11155014/13283/T Hall electric
26/11/2021	CTC	BACS	2,000.00			4306	301	2,000.00	Transfer to CCTP - minibus
29/11/2021	RBS Credit Card	DD	828.06	828.06		501			03112021/13381/various
30/11/2021	Suez Recycling and Recovery UK	dd	292.30	292.30		501			32437106/13284/waste recycling
Total Payments for Month			174,198.67	55,982.00	19.95			118,196.72	
Balance Carried Fwd			71,057.17						
Cashbook Totals			245,255.84	55,982.00	19.95			189,253.89	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	27 th January 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM	11		
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>		
	Balances as at 30 th November 2021		
	Business Reserve Account	£	958,665.10
	Cambridge and Counties 1 year fixed deposit	£	150,000.00
	CCLA Deposit	£	150,000.00
	<u>Total</u>	<u>£</u>	<u>1,258,665.10</u>
Decision Requested	To receive the Savings Accounts balances to 30 th November 2021.		

List of Payments made between 01/10/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2021	Quartix Ltd	dd	550.44		578255/13063/vehcle tracker
01/10/2021	Prism Solutions	DD	119.40		66435/13062/call charges
01/10/2021	Cheshire East Council	DD	2,739.00		Town Hall business rates
05/10/2021	BACS P/L Pymnt Page 2701	BACS Pymnt	28,704.59		BACS P/L Pymnt Page 2701
05/10/2021	CIC	BACS	-193.65		CIC duplicate entry
05/10/2021	CIC	BACS	193.65		Reversal of correction
06/10/2021	██████████	BACS	100.00		CIC Ticket refund - ██████████
15/10/2021	BACS P/L Pymnt Page 2709	BACS Pymnt	11,903.71		BACS P/L Pymnt Page 2709
15/10/2021	Bankline	BACS	72.40		bank charges
15/10/2021	Dane Valley Scouts	BACS	250.00		GR15/2021
15/10/2021	The Green Tree House	BACS	1,260.00		GR07/2122
15/10/2021	West Mercia Energy	dd	191.91		11140150/13077/T Hall gas
18/10/2021	CTC	BACS	80,199.00		Payroll
18/10/2021	A O Cumberband	BACS	335.82		Payroll adjustment - CB
21/10/2021	CTC	BACS	12.33		Bank charges
22/10/2021	BACS P/L Pymnt Page 2715	BACS Pymnt	18,886.26		BACS P/L Pymnt Page 2715
22/10/2021	██████████	BACS	90.00		Mayors Ball Refund
25/10/2021	Prism Solutions	dd	1,607.58		147920/13249/IT support
25/10/2021	West Mercia Energy	DD	633.25		11143342/13285/cenotaph electr
25/10/2021	EE Ltd	dd	154.96		01287293982/13193/call charges
28/10/2021	RBS Credit Card	dd	1,083.96		03102021/13227/various
29/10/2021	BACS P/L Pymnt Page 2725	BACS Pymnt	10,990.47		BACS P/L Pymnt Page 2725
29/10/2021	Green Tree House	BACS	500.00		Grant GR07/2122
29/10/2021	Cong live CIC	BACS	350.00		GR05/2122
29/10/2021	Suez Recycling and Recovery UK	dd	292.30		32408863/13155/waste collectio
01/11/2021	Prism Solutions	dd	115.74		66565/13250/call charges
01/11/2021	Cheshire East Council	DD	2,739.00		Town Hall rates
05/11/2021	BACS P/L Pymnt Page 2728	BACS Pymnt	7,396.12		BACS P/L Pymnt Page 2728
10/11/2021	Purchase Power	dd	230.26		BI531967/13275/Printer paper
12/11/2021	BACS P/L Pymnt Page 2735	BACS Pymnt	2,476.95		BACS P/L Pymnt Page 2735
12/11/2021	The Green Tree House	BACS	240.00		GR07/2122
12/11/2021	CTC	BACS	119.70	repayment wrong bank	Bid up in Arms
12/11/2021	BACS P/L Pymnt Page 2767	BACS Pymnt	792.86		BACS P/L Pymnt Page 2767
15/11/2021	West Mercia Energy	dd	234.91		11148845/13224/pool electric
15/11/2021	RBS Autopay	BACS	93.20		bank charges
16/11/2021	CTC	008971	118.53		petty cash
18/11/2021	Congleton Town Council	BACS	72,894.29		Payroll
19/11/2021	BACS P/L Pymnt Page 2739	BACS Pymnt	32,225.22		BACS P/L Pymnt Page 2739
19/11/2021	RBS	BACS	11.95		Bank charges
19/11/2021	West Mercia Energy	dd	291.46		11153736/13253/T Hall Gas
23/11/2021	EE Ltd	DD	156.91		01287322316/13402/call cahrges
23/11/2021	Siba	BACS	40,000.00		SIBA transfer
25/11/2021	Prism Solutions	dd	1,576.28		149321/13414/IT support

List of Payments made between 01/10/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/11/2021	BACS P/L Pymnt Page 2749	BACS Pymnt	7,478.86		BACS P/L Pymnt Page 2749
26/11/2021	West Mercia Energy	dd	1,886.07		11155014/13283/T Hall electric
26/11/2021	CTC	BACS	2,000.00		Transfer to CCTP - minibus
29/11/2021	RBS Credit Card	DD	828.06		03112021/13381/various
30/11/2021	Suez Recycling and Recovery UK	dd	292.30		32437106/13284/waste recycling
Total Payments			<u>335,226.05</u>		

Linked to Cashbook 1

Entered Month 6
by user JP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALPHATYRES Alpha and Street Legal Tyres Ltd							
<i>replacement tyre</i>	17/09/2021	16079	1	96.00	0.00	96.00	0.00
Authorised: <i>repairs to mower</i>	29/09/2021	16180	1	36.00	0.00	36.00	0.00
Authorised:					0.00	132.00	
Above paid on 05/10/2021 by Online Payment Ref ALPHATYRES							
ANSA Ansa Environmental Services							
<i>HR&H&S services quarterly</i>	30/09/2021	11700036987	1	1,062.34	0.00	1,062.34	0.00
Authorised: DM					0.00	1,062.34	
Above paid on 05/10/2021 by Online Payment Ref ANSA							
ATG ATG London Ltd							
<i>Theatre tickets</i>	04/09/2021	SISTR34068	1	472.33	0.00	472.33	0.00
Authorised: CLS							
<i>Theatre ticket sales</i>	11/09/2021	SISTV33785	1	160.81	0.00	160.81	0.00
Authorised:					0.00	633.14	
Above paid on 05/10/2021 by Online Payment Ref ATG							
BESTCONNEC The Best Connection Group							
<i>agency staff streetscape</i>	03/09/2021	3392397	1	1,346.90	0.00	1,346.90	0.00
Authorised: RB							
<i>Agency staff streetscape</i>	10/09/2021	3396042	1	1,340.59	0.00	1,340.59	0.00
Authorised: RB							
<i>Agency staff streetscape</i>	17/09/2021	3399607	1	723.97	0.00	723.97	0.00
Authorised: RB							
<i>Agency staff streetscape</i>	24/09/2021	3403271	1	858.63	0.00	858.63	0.00
Authorised: RB					0.00	4,270.09	
Above paid on 05/10/2021 by Online Payment Ref BESTCONNEC							
CAVERN Cavern Protective Clothing							
<i>PPE streetscape</i>	15/09/2021	18537	1	108.00	0.00	108.00	0.00
Authorised: RB					0.00	108.00	
Above paid on 05/10/2021 by Online Payment Ref CAVERN							

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Linked to Cashbook 1

Entered Month 6
by user JP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHESH ELIT Cheshire Elite Laundry							
<i>Modesty cloth cleaning</i>	15/09/2021	07947	1	15.30	0.00	15.30	0.00
Authorised: MJW							
					0.00	15.30	
Above paid on 05/10/2021 by Online Payment Ref CHESHELIT							
CHESHEAST Cheshire East Council							
<i>CCTV 2021/22</i>	21/09/2021	11700036760	1	11,456.69	0.00	11,456.69	0.00
Authorised: DM							
<i>Car park makers market</i>	30/09/2021	11700036980	1	226.00	0.00	226.00	0.00
Authorised: JM							
					0.00	11,682.69	
Above paid on 05/10/2021 by Online Payment Ref CHESHEAST							
CHS Congleton High School							
<i>Cenotaph event leaflets</i>	30/09/2021	CHSS151	1	39.20	0.00	39.20	0.00
Authorised: JM							
					0.00	39.20	
Above paid on 05/10/2021 by Online Payment Ref CHS							
CONGGARDEN Congleton Garden Machinery Ltd							
<i>filters for blowers</i>	23/06/2021	44848	1	54.29	0.00	54.29	0.00
Authorised: RB							
<i>spark plugs and air filters</i>	14/07/2021	45497	1	25.86	0.00	25.86	0.00
Authorised:							
					0.00	80.15	
Above paid on 05/10/2021 by Online Payment Ref CONGGARDEN							
D S DRAINAGE D.S. Drainage							
<i>repair blocked toilets</i>	17/09/2021	A0462	1	90.00	0.00	90.00	0.00
Authorised: MW							
					0.00	90.00	
Above paid on 05/10/2021 by Online Payment Ref DSDRAINAGE							

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Entered Month 6
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCASSIST D C Assist Ltd							
<i>Cleaning town hall and toilets</i> Authorised: MJW	20/09/2021	DCATH120	1	187.50	0.00	187.50	0.00
<i>Town Hall cleaning/toilets</i> Authorised: MW	27/09/2021	DCATH121	1	187.50	0.00	187.50	0.00
					0.00	375.00	
Above paid on 05/10/2021 by Online Payment Ref DCASSIST							
DUTTON Dutton Traffic Management Services							
<i>Road Closure Centotaph</i> Authorised: JM	22/09/2021	11611	1	924.00	0.00	924.00	0.00
					0.00	924.00	
Above paid on 05/10/2021 by Online Payment Ref DUTTON							
FOUR Four Oaks Nurseries Ltd							
<i>bulbs for plant ups</i> Authorised: rb	27/09/2021	115544	1	1,196.82	0.00	1,196.82	0.00
					0.00	1,196.82	
Above paid on 05/10/2021 by Online Payment Ref FOUR							
GAULD John Gauld Photography							
<i>photography centotaph</i> Authorised: JM	23/09/2021	21JGP0923	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 05/10/2021 by Online Payment Ref GAULD							
JEWSON Jewson Limited							
<i>board and nails</i> Authorised: RB	27/08/2021	0767/00144720	1	17.82	0.00	17.82	0.00
<i>sand/cement Park Lane roundabo</i> Authorised: RB	06/09/2021	0767/00145256	1	197.15	0.00	197.15	0.00
					0.00	214.97	
Above paid on 05/10/2021 by Online Payment Ref 0767/00122							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LANDSCAPE Landscape Supply Company							
<i>PPE streetscape</i> Authorised: RB	07/09/2021	103046	1	57.48	0.00	57.48	0.00
<i>PPE streetscape</i> Authorised: RB	08/09/2021	103138	1	91.76	0.00	91.76	0.00
<i>PPE Streetscape</i> Authorised: RB	14/09/2021	103209	1	126.40	0.00	126.40	0.00
<i>graffiti remover</i> Authorised: RB	16/09/2021	103287	1	93.12	0.00	93.12	0.00
<i>PPE streetscape</i> Authorised: RB	20/09/2021	103691	1	76.62	0.00	76.62	0.00
<i>PPE/Sanitiser</i> Authorised: RB	27/09/2021	103608	1	161.16	0.00	161.16	0.00
<i>PPE streetscape</i> Authorised: RB	30/09/2021	103747	1	405.62	0.00	405.62	0.00
					0.00	1,012.16	
Above paid on 05/10/2021 by Online Payment Ref LANDSCAPE							
LININGS Linings & Hoses Ltd							
<i>WD40 and spray bottles</i> Authorised: RB	30/09/2021	CST1267294	1	60.76	0.00	60.76	0.00
					0.00	60.76	
Above paid on 05/10/2021 by Online Payment Ref LININGS							
MAC MAC Tool & Plant Hire Ltd							
<i>10508 Stihl repairs</i> Authorised: RB	06/09/2021	10508	1	97.98	0.00	97.98	0.00
<i>scaffold for Mayor's rollboard</i> Authorised: MW	09/09/2021	10535	1	130.00	0.00	130.00	0.00
					0.00	227.98	
Above paid on 05/10/2021 by Online Payment Ref MAC							
MITTEN DJH Mitten Clarke							
<i>payroll quarterly</i> Authorised: SVS	30/09/2021	25258	1	613.80	0.00	613.80	0.00
					0.00	613.80	
Above paid on 05/10/2021 by Online Payment Ref MITTEN							

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Entered Month 6
by user JP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MOORE R.J.& J. Moore							
<i>catering mayor's civic service</i> Authorised: LM	21/09/2021	479/2122	1	475.00	0.00	475.00	0.00
<i>catering for the cenotaph even</i> Authorised: JM	21/09/2021	498/2122	1	337.50	0.00	337.50	0.00
					0.00	812.50	
Above paid on 05/10/2021 by Online Payment Ref MOORE							
NICHE Niche Event Hire							
<i>matting for cenotaph event</i> Authorised: jm	19/09/2021	19/09/21	1	276.00	0.00	276.00	0.00
					0.00	276.00	
Above paid on 05/10/2021 by Online Payment Ref NICHE							
POOL Pool Tech Services Ltd							
<i>PAC station padd pool</i> Authorised: MW	16/09/2021	5118	1	1,782.90	0.00	1,782.90	0.00
					0.00	1,782.90	
Above paid on 05/10/2021 by Online Payment Ref POOL							
SHARROCKS Sharrocks							
<i>Hire of ride on mower</i> Authorised: RB	30/09/2021	368976	1	1,386.00	0.00	1,386.00	0.00
					0.00	1,386.00	
Above paid on 05/10/2021 by Online Payment Ref SHARROCKS							
SJS SJS Building Supplies Ltd							
<i>stone to recharge</i> Authorised: RB	30/09/2021	0001/00153507	1	4.08	0.00	4.08	0.00
<i>stone to recharge</i> Authorised: RB	30/09/2021	0001/00153508	1	3.96	0.00	3.96	0.00
					0.00	8.04	
Above paid on 05/10/2021 by Online Payment Ref SJS							

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by user JP

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by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ATG ATG London Ltd							
SISTR34073/13136/theatre ticke	25/09/2021	SISTR34073	1	214.33	0.00	214.33	0.00
Authorised: cls							
					0.00	214.33	
Above paid on 15/10/2021 by Online Payment Ref ATG							
CHRONICLE Heads Congleton Limited							
122636/13138/CIC chronicles	30/09/2021	122636	1	25.42	0.00	25.42	0.00
Authorised: ji							
					0.00	25.42	
Above paid on 15/10/2021 by Online Payment Ref CHRONICLE							
CHUBB Chubb Fire & Security Ltd							
8963311/13137/annual contract	13/09/2021	8963311	1	892.80	0.00	892.80	0.00
Authorised: mjw							
					0.00	892.80	
Above paid on 15/10/2021 by Online Payment Ref CHUBB							
CORRIGAN James Corrigan HR and Governance Support							
INV 1/13141/job evaluations	13/09/2021	INV 1	1	300.00	0.00	300.00	0.00
Authorised: dm							
					0.00	300.00	
Above paid on 15/10/2021 by Online Payment Ref CORRIGAN							
CRICKET Congleton Cricket Club							
1013/13139/civic awards party	29/09/2021	1013	1	680.00	0.00	680.00	0.00
Authorised: dc							
					0.00	680.00	
Above paid on 15/10/2021 by Online Payment Ref CRICKET							
DEPTFORD Andrew Deptford							
13152/13142/defib battery	07/09/2021	13152	1	222.00	0.00	222.00	0.00
Authorised: mjw							
					0.00	222.00	
Above paid on 15/10/2021 by Online Payment Ref DEPTFORD							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FEREL FereI Films Ltd							
1268/13144/cenotaph filming	24/09/2021	1268	1	540.00	0.00	540.00	0.00
Authorised: mh							
					0.00	540.00	
Above paid on 15/10/2021 by Online Payment Ref FEREL							
G T SECURI G T Security Ltd							
2006/13145/Pool security	23/09/2021	2006	1	3,771.00	0.00	3,771.00	0.00
Authorised: mjw							
					0.00	3,771.00	
Above paid on 15/10/2021 by Online Payment Ref GTSECURI							
HUGHES							
004/13146/CIC sales	01/09/2021	004	1	16.00	0.00	16.00	0.00
Authorised: ji							
					0.00	16.00	
Above paid on 15/10/2021 by Online Payment Ref HUGHES							
JSTROPHIES J S Trophies Ltd							
Medals for Covid awards event	29/09/2021	JST290921A	1	109.60	0.00	109.60	0.00
Authorised: DC							
					0.00	109.60	
Above paid on 15/10/2021 by Online Payment Ref JSTROPHIES							
NWPLANT Northwest Plant Agri Ltd							
106170/13147/mower repairs	30/09/2021	106170	1	60.00	0.00	60.00	0.00
Authorised: rb							
					0.00	60.00	
Above paid on 15/10/2021 by Online Payment Ref NWPLANT							
POOL Pool Tech Services Ltd							
5119/13148/flow switch p pool	16/09/2021	5119	1	445.88	0.00	445.88	0.00
Authorised: mjw							
5120/13149/acid day tank	16/09/2021	5120	1	386.52	0.00	386.52	0.00
Authorised: mjw							

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Entered Month 7
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
5121/13150/air break/nrv Authorised: mjw	16/09/2021	5121	1	114.08	0.00	114.08	0.00
5122/13151/saddle clamp repair Authorised: mjw	16/09/2021	5122	1	210.77	0.00	210.77	0.00
					0.00	1,157.25	

Above paid on 15/10/2021 by Online Payment Ref POOL

PORTERS	Porters Service Station Ltd						
2021000993/13152/van fuel Authorised: rb	30/09/2021	2021000993	1	1,477.21	0.00	1,477.21	0.00
					0.00	1,477.21	

Above paid on 15/10/2021 by Online Payment Ref PORTERS

ROTARY	Congleton Rotary Club						
74/13140/theatre tickets Authorised: ji	27/09/2021	74	1	28.50	0.00	28.50	0.00
					0.00	28.50	

Above paid on 15/10/2021 by Online Payment Ref ROTARY

SHRED IT	Shred-it Ltd						
9503769830/13153/shredding ser Authorised: svs	19/07/2019	9503769830	1	122.95	0.00	122.95	0.00
					0.00	122.95	

Above paid on 15/10/2021 by Online Payment Ref SHREDIT

SPEAK	Speak-IT Solutions Ltd						
77589/13154/body cameras Authorised: rb	28/09/2021	77589	1	846.97	0.00	846.97	0.00
					0.00	846.97	

Above paid on 15/10/2021 by Online Payment Ref SPEAK

TMC	TMC Creative Ltd						
7632/13157/website hours Authorised: mh	10/02/2021	7632	1	840.00	0.00	840.00	0.00

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Entered Month 7
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
7829/13156/website calendar Authorised: amw	31/05/2021	7829	1	252.00	0.00	252.00	0.00
					<u>0.00</u>	<u>1,092.00</u>	

Above paid on 15/10/2021 by Online Payment Ref TMC

TSELECT	T & S Electrical Limited						
2343/13159/pool toilets report Authorised: mjw	22/08/2021	2343	1	158.14	0.00	158.14	0.00
2344/13158/pool elec report Authorised: mjw	22/08/2021	2344	1	158.14	0.00	158.14	0.00
					<u>0.00</u>	<u>316.28</u>	

Above paid on 15/10/2021 by Online Payment Ref TSELECT

WATERLOGIC	Waterlogic GB Ltd						
6445409/13160/rental charges Authorised: mjw	30/09/2021	6445409	1	31.40	0.00	31.40	0.00
					<u>0.00</u>	<u>31.40</u>	

Above paid on 15/10/2021 by Online Payment Ref WATERLOGIC

Total Purchase Ledger Payments	<u>0.00</u>	<u>11,903.71</u>
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACT Associated Calibration & Training Ltd							
53011/13163/PAT test service Authorised: mjw	19/08/2021	53011	1	96.00	0.00	96.00	0.00
					0.00	96.00	
Above paid on 22/10/2021 by Online Payment Ref ACT							
ADPROFILE A D Profile Ltd							
1057/13164/green f artwork Authorised: mh	09/10/2021	1057	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 22/10/2021 by Online Payment Ref ADPROFILE							
ALPHATYRES Alpha and Street Legal Tyres Ltd							
16213/13165/repair tyre Authorised: rb	04/10/2021	16213	1	18.00	0.00	18.00	0.00
16283/13166/new tyre Authorised: rb	12/10/2021	16283	1	96.00	0.00	96.00	0.00
					0.00	114.00	
Above paid on 22/10/2021 by Online Payment Ref ALPHATYRES							
ATG ATG London Ltd							
SCSTR32206/13168/credit Authorised: ji	02/10/2021	SCSTR32206	1	-88.92	0.00	-88.92	0.00
SISTR34079/13167/theatre ticke Authorised: ji	09/10/2021	SISTR34079	1	97.19	0.00	97.19	0.00
					0.00	8.27	
Above paid on 22/10/2021 by Online Payment Ref ATG							
BESTCONNEC The Best Connection Group							
3410530/13169/S scape temps Authorised: rb	08/10/2021	3410530	1	1,245.86	0.00	1,245.86	0.00
					0.00	1,245.86	
Above paid on 22/10/2021 by Online Payment Ref BESTCONNEC							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BIDDULPH Biddulph Up In Arms							
CTICDJ/13170/ticket sales Authorised: ji	14/10/2021	CTICDJ	1	34.20	0.00	34.20	0.00
CTICKD/13171/ticket sales Authorised: ji	14/10/2021	CTICKD	1	85.50	0.00	85.50	0.00
					<u>0.00</u>	<u>119.70</u>	
Above paid on 22/10/2021 by Online Payment Ref BIDDULPH							
BOMFORD Bomford Office Products Ltd							
90281/13172/stationery order Authorised: cls	30/09/2021	90281	1	40.78	0.00	40.78	0.00
90379/13173/stationery order Authorised: cls	12/10/2021	90379	1	19.74	0.00	19.74	0.00
					<u>0.00</u>	<u>60.52</u>	
Above paid on 22/10/2021 by Online Payment Ref BOMFORD							
BONA H L Bona							
131021/13174/provision of bar Authorised: mjw	18/10/2021	131021	1	100.00	0.00	100.00	0.00
					<u>0.00</u>	<u>100.00</u>	
Above paid on 22/10/2021 by Online Payment Ref BONA							
BOSTON Boston Seeds							
1028018/13175/wild flower seed Authorised: rb	11/10/2021	1028018	1	305.99	0.00	305.99	0.00
					<u>0.00</u>	<u>305.99</u>	
Above paid on 22/10/2021 by Online Payment Ref BOSTON							
CATMEDIA Cat Social Media							
0760/13176/p/ship website Authorised: ms	11/10/2021	0760	1	463.36	0.00	463.36	0.00
					<u>0.00</u>	<u>463.36</u>	
Above paid on 22/10/2021 by Online Payment Ref CATMEDIA							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHESH ELIT Cheshire Elite Laundry							
08057/13177/cleaning costs	17/10/2021	08057	1	41.10	0.00	41.10	0.00
Authorised: mjw							
					0.00	41.10	
Above paid on 22/10/2021 by Online Payment Ref CHESHELIT							
CHRONICLE Heads Congleton Limited							
122713/13181/green advert	14/10/2021	122713	1	99.84	0.00	99.84	0.00
Authorised: mh							
122747/13180/commercial p adve	14/10/2021	122747	1	117.12	0.00	117.12	0.00
Authorised: mh							
					0.00	216.96	
Above paid on 22/10/2021 by Online Payment Ref CHRONICLE							
CHUBB Chubb Fire & Security Ltd							
8987485/13178/cctv works	06/10/2021	8987485	1	217.08	0.00	217.08	0.00
Authorised: mjw							
					0.00	217.08	
Above paid on 22/10/2021 by Online Payment Ref CHUBB							
CITRON Citron Hygiene UK Ltd							
CN30116448/13179/clinical wast	01/10/2021	CN30116448	1	89.86	0.00	89.86	0.00
Authorised: mjw							
					0.00	89.86	
Above paid on 22/10/2021 by Online Payment Ref CITRON							
COPE [REDACTED]							
01102021/13184/gifts souvenirs	01/10/2021	01102021	1	20.48	0.00	20.48	0.00
Authorised: ji							
					0.00	20.48	
Above paid on 22/10/2021 by Online Payment Ref COPE							





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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
COPE P Peter Cope							
1829/13185/professional servic Authorised: mjw	04/10/2021	1829	1	768.00	0.00	768.00	0.00
					0.00	768.00	
Above paid on 22/10/2021 by Online Payment Ref COPEP							
DANESIDE Daneside Theatre							
061021/13187/film tickets Authorised: ji	06/10/2021	061021	1	232.75	0.00	232.75	0.00
061021A/13189/film tickets Authorised: ji	06/10/2021	061021A	1	123.50	0.00	123.50	0.00
07102021/13188/film tickets Authorised: ji	06/10/2021	07102021	1	61.75	0.00	61.75	0.00
					0.00	418.00	
Above paid on 22/10/2021 by Online Payment Ref DANESIDE							
DCKB DCK Accounting Solutions Ltd							
TPC9901/13190/budget setting Authorised: svs	18/10/2021	TPC9901	1	749.66	0.00	749.66	0.00
					0.00	749.66	
Above paid on 22/10/2021 by Online Payment Ref DCKB							
DEAN XXXXXXXXXX							
01102021/13186/gifts souvenirs Authorised: ji	01/10/2021	01102021	1	11.18	0.00	11.18	0.00
					0.00	11.18	
Above paid on 22/10/2021 by Online Payment Ref DEAN							
DJM DJM Nurseries							
1078456/13191/plants Authorised: rb	18/10/2021	1078456	1	160.80	0.00	160.80	0.00
					0.00	160.80	
Above paid on 22/10/2021 by Online Payment Ref DJM							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DUTTON  							
01102021/13192/books	01/10/2021	01102021	1	100.00	0.00	100.00	0.00
Authorised: ji							
					0.00	100.00	
Above paid on 22/10/2021 by Online Payment Ref DUTTONS							
ECCCE E Cheshire Chamber of Comm & Enterprise							
9331/13194/membership fees	01/10/2021	9331	1	300.00	0.00	300.00	0.00
Authorised: dm							
					0.00	300.00	
Above paid on 22/10/2021 by Online Payment Ref ECCCE							
FULL Full Media Ltd							
6364/13195/cic books	04/10/2021	6364	1	22.37	0.00	22.37	0.00
Authorised: ji							
					0.00	22.37	
Above paid on 22/10/2021 by Online Payment Ref FULL							
HARRIS 							
171021/13196/gifts souvenirs	17/10/2021	171021	1	24.00	0.00	24.00	0.00
Authorised: ji							
					0.00	24.00	
Above paid on 22/10/2021 by Online Payment Ref HARRIS							
HUGHES 							
004A/13197/gifts souvenirs	01/10/2021	004A	1	16.00	0.00	16.00	0.00
Authorised: ji							
					0.00	16.00	
Above paid on 22/10/2021 by Online Payment Ref HUGHES							
JAZZ Congleton Jazz & Blues Festival							
2021013/13182/gifts & souvenir	04/10/2021	2021013	1	109.25	0.00	109.25	0.00
Authorised: ji							
2021013A/13183/gifts/souvenir	04/10/2021	2021013A	1	119.70	0.00	119.70	0.00
Authorised: ji							
					0.00	228.95	
Above paid on 22/10/2021 by Online Payment Ref JAZZ							

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Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JEPSON	Jepson & Co Ltd							
366549/13199/gifts souvenirs		15/10/2021	366549	1	13.40	0.00	13.40	0.00
Authorised: ji								
						0.00	13.40	
Above paid on 22/10/2021 by Online Payment Ref JEPSON								
JEWSON	Jewson Limited							
0213/00136904/13200/recharge		05/10/2021	0213/00136904	1	859.68	0.00	859.68	0.00
Authorised: rb								
						0.00	859.68	
Above paid on 22/10/2021 by Online Payment Ref 0767/00122								
LANDSCAPE	Landscape Supply Company							
104149/13198/S scape PPE		13/10/2021	104149	1	166.26	0.00	166.26	0.00
Authorised: rb								
						0.00	166.26	
Above paid on 22/10/2021 by Online Payment Ref LANDSCAPE								
LITTLE	Little Bun Designs Ltd							
878/13201/gifts souvenir		04/10/2021	878	1	13.80	0.00	13.80	0.00
Authorised: ji								
						0.00	13.80	
Above paid on 22/10/2021 by Online Payment Ref LITTLE								
LOMOND	Lomond Books Ltd							
450489/13202/books & maps		06/10/2021	450489	1	121.64	0.00	121.64	0.00
Authorised: ji								
						0.00	121.64	
Above paid on 22/10/2021 by Online Payment Ref LOMOND								
MAC	MAC Tool & Plant Hire Ltd							
10749/13204/mini digger hire		08/10/2021	10749	1	31.20	0.00	31.20	0.00
Authorised: rb								
10793/13203/mini digger hire		13/10/2021	10793	1	31.20	0.00	31.20	0.00
Authorised: rb								
						0.00	62.40	
Above paid on 22/10/2021 by Online Payment Ref MAC								

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MOORE R.J.& J. Moore							
141021/13205/wake catering	14/10/2021	141021	1	625.00	0.00	625.00	0.00
Authorised: mjw							
					0.00	625.00	
Above paid on 22/10/2021 by Online Payment Ref MOORE							
MUSEUM Congleton Museum							
SI790/13207/booklets	28/09/2021	SI790	1	48.75	0.00	48.75	0.00
Authorised: ji							
					0.00	48.75	
Above paid on 22/10/2021 by Online Payment Ref MUSEUM							
NEWVIC New Vic Theatre							
01102021/13208/theatre tickets	30/09/2021	01102021	1	241.14	0.00	241.14	0.00
Authorised: ji							
					0.00	241.14	
Above paid on 22/10/2021 by Online Payment Ref NEWVIC							
PITNEYFIN Pitney Bowes Finance Ltd							
BL06252675/13209/leasing charg	03/09/2021	BL06252675	1	12.71	0.00	12.71	0.00
Authorised: svs							
					0.00	12.71	
Above paid on 22/10/2021 by Online Payment Ref PITNEYFIN							
POPPY Poppy May							
238/13206/gifts souvenirs	01/10/2021	238	1	139.20	0.00	139.20	0.00
Authorised: ji							
					0.00	139.20	
Above paid on 22/10/2021 by Online Payment Ref POPPY							
SECUR Secur-80 Ltd							
7137/13210/Secur-80 Ltd	15/10/2021	7137	1	48.00	0.00	48.00	0.00
Authorised: mjw							
					0.00	48.00	
Above paid on 22/10/2021 by Online Payment Ref SECUR							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SHARROCKS Sharrocks							
369276/13211/off hire mower Authorised: rb	06/10/2021	369276	1	125.21	0.00	125.21	0.00
					0.00	125.21	
Above paid on 22/10/2021 by Online Payment Ref SHARROCKS							
SJS SJS Building Supplies Ltd							
001/00153648/13212/hardcore Authorised: rb	09/10/2021	001/00153648	1	71.04	0.00	71.04	0.00
001/00913459/13213/credit Authorised: rb	09/10/2021	001/00913459	1	-8.04	0.00	-8.04	0.00
					0.00	63.00	
Above paid on 22/10/2021 by Online Payment Ref SJS							
SPIRAL Spiral Colour							
36919/13214/correx poppies Authorised: rb	12/10/2021	36919	1	400.80	0.00	400.80	0.00
					0.00	400.80	
Above paid on 22/10/2021 by Online Payment Ref SPIRAL							
STREET Street Dance Academy Ltd							
000531/13215/ticket sales Authorised: cls	05/10/2021	000531	1	38.95	0.00	38.95	0.00
					0.00	38.95	
Above paid on 22/10/2021 by Online Payment Ref STREET							
TALKECHEM Talke Chemical Company Limited							
66347/13216/sanitiser dispense Authorised: mjw	07/10/2021	66347	1	48.00	0.00	48.00	0.00
66348/13217/barrier tape Authorised: rb	07/10/2021	66348	1	131.04	0.00	131.04	0.00
66349/13218/fire signs Authorised: mjw	11/10/2021	66349	1	204.00	0.00	204.00	0.00
					0.00	383.04	
Above paid on 22/10/2021 by Online Payment Ref TALKECHEM							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
THREADFAST Threadfast Engineers 1984 Ltd							
SIN111681/13219/tools	15/10/2021	SIN111681	1	36.17	0.00	36.17	0.00
Authorised: rb							
					0.00	36.17	
Above paid on 22/10/2021 by Online Payment Ref THREADFAST							
TSELECT T & S Electrical Limited							
2372/13220/hand dryer repairs	11/10/2021	2372	1	1,724.81	0.00	1,724.81	0.00
Authorised: mjw							
					0.00	1,724.81	
Above paid on 22/10/2021 by Online Payment Ref TSELECT							
VIBRANT Vibrant Graphics Ltd							
029905/13221/bear neccessites	18/10/2021	029905	1	1,166.00	0.00	1,166.00	0.00
Authorised: mh							
					0.00	1,166.00	
Above paid on 22/10/2021 by Online Payment Ref VIBRANT							
WATER4765 Water Plus Ltd							
06879069/13222/watrer charges	03/10/2021	06879069	1	398.29	0.00	398.29	0.00
Authorised: svs							
					0.00	398.29	
Above paid on 22/10/2021 by Online Payment Ref WATER4765							
WESTWALLAS West Wallasey Contract Hire							
CH231199/13223/lease vans	08/10/2021	CH231199	1	3,427.85	0.00	3,427.85	0.00
Authorised: rb							
					0.00	3,427.85	
Above paid on 22/10/2021 by Online Payment Ref WESTWALLAS							
ZURICHMUN Zurich Municiple							
510422364/13226/CTC insurance	14/10/2021	510422364	1	2,572.02	0.00	2,572.02	0.00
Authorised: dm							
					0.00	2,572.02	
Above paid on 22/10/2021 by Online Payment Ref ZURICHMUN							
Total Purchase Ledger Payments					0.00	18,886.26	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALPHATYRES Alpha and Street Legal Tyres Ltd							
16335/13228/2 x new tyres Authorised: rb	18/10/2021	16335	1	168.00	0.00	168.00	0.00
					0.00	168.00	
Above paid on 29/10/2021 by Online Payment Ref ALPHATYRES							
BESTCONNEX The Best Connection Group							
3406902/13229/s scape temps Authorised: rb	01/10/2021	3406902	1	1,447.94	0.00	1,447.94	0.00
3414181/13231/s scape temps Authorised: rb	15/10/2021	3414181	1	1,313.24	0.00	1,313.24	0.00
3417792/13230/s scape temps Authorised: rb	22/10/2021	3417792	1	1,346.90	0.00	1,346.90	0.00
					0.00	4,108.08	
Above paid on 29/10/2021 by Online Payment Ref BESTCONNEX							
BURNS Burns Garage Ltd							
P1118989/13232/light unit repa Authorised: rb	14/10/2021	P1118989	1	233.03	0.00	233.03	0.00
					0.00	233.03	
Above paid on 29/10/2021 by Online Payment Ref BURNS							
BUXTON Buxton Opera House							
0635/13233/theatre tickets Authorised: ji	30/09/2021	0635	1	31.09	0.00	31.09	0.00
					0.00	31.09	
Above paid on 29/10/2021 by Online Payment Ref BUXTON							
CAVERN Cavern Protective Clothing							
18504/13234/S scape PPE Authorised: rb	13/10/2021	18504	1	100.80	0.00	100.80	0.00
					0.00	100.80	
Above paid on 29/10/2021 by Online Payment Ref CAVERN							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHANGING Changing Lives Together							
6745/13235/befriending Service	30/09/2021	6745	1	1,792.00	0.00	1,792.00	0.00
Authorised: jm							
					0.00	1,792.00	
Above paid on 29/10/2021 by Online Payment Ref CHANGING							
CHRONICLE Heads Congleton Limited							
122763/13236/Green fayre ad	21/10/2021	122763	1	99.84	0.00	99.84	0.00
Authorised: jm							
					0.00	99.84	
Above paid on 29/10/2021 by Online Payment Ref CHRONICLE							
CHS Congleton High School							
CHSS159/13237/Green F posters	22/10/2021	CHSS159	1	519.80	0.00	519.80	0.00
Authorised: jm							
CHSS162/13238/In Bloom Certs	22/10/2021	CHSS162	1	51.60	0.00	51.60	0.00
Authorised: jm							
					0.00	571.40	
Above paid on 29/10/2021 by Online Payment Ref CHS							
CONGPOP Congleton Poppy Appeal							
111021/13239/wreaths	05/05/2021	051021	1	72.50	0.00	72.50	0.00
Authorised: ji							
					0.00	72.50	
Above paid on 29/10/2021 by Online Payment Ref CONGPOP							
DANESIDE Daneside Theatre							
604/13240/theatre tickets	25/10/2021	604	1	19.00	0.00	19.00	0.00
Authorised: ji							
605/13241/theatre tickets	25/10/2021	605	1	465.50	0.00	465.50	0.00
Authorised: ji							
633/13242/theatre tickets	25/10/2021	633	1	9.50	0.00	9.50	0.00
Authorised: ji							
634/13243/theatre tickets	25/10/2021	634	1	47.50	0.00	47.50	0.00
Authorised: ji							
					0.00	541.50	
Above paid on 29/10/2021 by Online Payment Ref DANESIDE							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCASSIST D C Assist Ltd							
TH122/13244/toilet cleaning Authorised: mjw	08/10/2021	TH122	1	187.50	0.00	187.50	0.00
TH123/13245/toilet cleaning Authorised: mjw	15/10/2021	TH123	1	187.50	0.00	187.50	0.00
TH125/13251/toilet cleaning Authorised: mjw	22/10/2021	TH125	1	150.00	0.00	150.00	0.00
					0.00	525.00	
Above paid on 29/10/2021 by Online Payment Ref DCASSIST							
HAYMAN Hayman Mechanical Services Ltd							
25892/13246/boiler service Authorised: mjw	21/10/2021	25892	1	640.13	0.00	640.13	0.00
					0.00	640.13	
Above paid on 29/10/2021 by Online Payment Ref HAYMAN							
MOORE R.J. & J. Moore							
201021/13247/in bloom receptio Authorised: rb	20/10/2021	201021	1	700.00	0.00	700.00	0.00
					0.00	700.00	
Above paid on 29/10/2021 by Online Payment Ref MOORE							
PLAYERS Congleton Players							
111021/13254/theatre tickets Authorised: ji	11/10/2021	111021	1	1,130.50	0.00	1,130.50	0.00
					0.00	1,130.50	
Above paid on 29/10/2021 by Online Payment Ref PLAYERS							
PRI Prism Solutions							
148519/13248/cic phone Authorised: jm	20/10/2021	148519	1	276.60	0.00	276.60	0.00
					0.00	276.60	
Above paid on 29/10/2021 by Online Payment Ref PRI							
Total Purchase Ledger Payments					0.00	10,990.47	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BEARVOICE Bear Town Voice Magazine							
BTV00746/13255/xmas advert	31/10/2021	BTV00746	1	70.00	0.00	70.00	0.00
Authorised: jm							
					0.00	70.00	
Above paid on 05/11/2021 by Online Payment Ref BEARVOICE							
BEES Bees for Us							
62/13256/Honey for CIC	28/10/2021	62	1	96.00	0.00	96.00	0.00
Authorised: ji							
					0.00	96.00	
Above paid on 05/11/2021 by Online Payment Ref BEES							
BESTCONNEC The Best Connection Group							
3421413/13257/S scape temp	29/10/2021	3421413	1	723.96	0.00	723.96	0.00
Authorised: rb							
					0.00	723.96	
Above paid on 05/11/2021 by Online Payment Ref BESTCONNEC							
BOMFORD Bomford Office Products Ltd							
90581/13258/Stationery	29/10/2021	90581	1	177.02	0.00	177.02	0.00
Authorised: cls							
					0.00	177.02	
Above paid on 05/11/2021 by Online Payment Ref BOMFORD							
CHAINS Chains & Lifting Tackle (Midlands) Ltd							
110543/13259/restraints testin	26/10/2021	110543	1	180.00	0.00	180.00	0.00
Authorised: mjw							
					0.00	180.00	
Above paid on 05/11/2021 by Online Payment Ref CHAINS							
CHRONICLE Heads Congleton Limited							
122839/13261/job advert P/ship	28/10/2021	122839	1	146.40	0.00	146.40	0.00
Authorised: jm							
122883/13260/chron resales	31/10/2021	122883	1	8.68	0.00	8.68	0.00
Authorised: ji							
					0.00	155.08	
Above paid on 05/11/2021 by Online Payment Ref CHRONICLE							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCASSIST D C Assist Ltd							
TH126/13262/toilet cleaning Authorised: mjw	29/10/2021	TH126	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 05/11/2021 by Online Payment Ref DCASSIST							
DUTTON Dutton Traffic Management Services							
11778/13263/road closures Authorised: mh	31/10/2021	11778	1	570.00	0.00	570.00	0.00
					0.00	570.00	
Above paid on 05/11/2021 by Online Payment Ref DUTTON							
HANDY Handy Cabin							
CONGL002/13264/varnish bench Authorised: rb	26/10/2021	CONGL002	1	97.15	0.00	97.15	0.00
4621-0/13266/paint Authorised: rb	29/10/2021	4621-0	1	18.90	0.00	18.90	0.00
4622-0/13265/paint Authorised: rb	29/10/2021	4622-0	1	13.95	0.00	13.95	0.00
					0.00	130.00	
Above paid on 05/11/2021 by Online Payment Ref HANDY							
JANTEX Jantex Furnishing Limited							
17274/13267/roller blind CIC Authorised: mjw	27/10/2021	17274	1	85.19	0.00	85.19	0.00
					0.00	85.19	
Above paid on 05/11/2021 by Online Payment Ref JANTEX							
JEWSON Jewson Limited							
0767/00147824/13270/sharp sand Authorised: rb	18/10/2021	0767/00147824	1	50.34	0.00	50.34	0.00
0767/00148070/13269cement Authorised: rb	21/10/2021	0767/00148070	1	75.00	0.00	75.00	0.00
0767/00148189/13268/sharp sand Authorised: rb	22/10/2021	0767/00148189	1	50.34	0.00	50.34	0.00
					0.00	175.68	
Above paid on 05/11/2021 by Online Payment Ref 0767/00122							

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Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
KINGS The Kings Arms							
21102021/13271/bar civic servi	21/10/2021	21102021	1	170.00	0.00	170.00	0.00
Authorised: mjw							
					0.00	170.00	
Above paid on 05/11/2021 by Online Payment Ref KINGS							
LANDSCAPE Landscape Supply Company							
104650/13272/ppe etc	29/10/2021	104650	1	118.02	0.00	118.02	0.00
Authorised: rb							
104651/13273/Landscape Supply	29/10/2021	104651	1	119.40	0.00	119.40	0.00
Authorised: rb							
104694/13274/park cleaning sto	29/10/2021	104694	1	184.72	0.00	184.72	0.00
Authorised: rb							
					0.00	422.14	
Above paid on 05/11/2021 by Online Payment Ref LANDSCAPE							
PORTERS Porters Service Station Ltd							
00001112/13276/van fuel	31/10/2021	00001112	1	1,067.01	0.00	1,067.01	0.00
Authorised: rb							
					0.00	1,067.01	
Above paid on 05/11/2021 by Online Payment Ref PORTERS							
ROTARY Congleton Rotary Club							
76/13277/show tickets	25/10/2021	76	1	123.50	0.00	123.50	0.00
Authorised: ji							
					0.00	123.50	
Above paid on 05/11/2021 by Online Payment Ref ROTARY							
SPIRAL Spiral Colour							
37006/13278/green fair boards	31/10/2021	37006	1	105.60	0.00	105.60	0.00
Authorised: jm							
					0.00	105.60	
Above paid on 05/11/2021 by Online Payment Ref SPIRAL							

Entered Month 8
by user ST

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
THREADFAST	Threadfast Engineers 1984 Ltd							
SIN111876/13279/ring spanners Authorised: rb	28/10/2021	SIN111876	1	90.94	0.00	90.94	0.00	
						0.00	90.94	
Above paid on 05/11/2021 by Online Payment Ref THREADFAST								
TMC	TMC Creative Ltd							
8101/13280/SLIC e-learning Authorised: jm/ms	11/10/2021	8101	1	2,904.00	0.00	2,904.00	0.00	
						0.00	2,904.00	
Above paid on 05/11/2021 by Online Payment Ref TMC								
Total Purchase Ledger Payments						0.00	7,396.12	

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Entered Month 8
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ATG ATG London Ltd							
STSTR34082/13286/671/2122/tick	30/10/2021	STSTR34082	1	70.88	0.00	70.88	0.00
Authorised: cls							
					0.00	70.88	
Above paid on 12/11/2021 by Online Payment Ref ATG							
BOMFORD Bomford Office Products Ltd							
90493/13287/toilet signs	20/10/2021	90493	1	44.89	0.00	44.89	0.00
Authorised: rb							
					0.00	44.89	
Above paid on 12/11/2021 by Online Payment Ref BOMFORD							
CHAINS Chains & Lifting Tackle (Midlands) Ltd							
110541/13288/fall restraint ha	26/10/2021	110541	1	82.80	0.00	82.80	0.00
Authorised: mjw							
					0.00	82.80	
Above paid on 12/11/2021 by Online Payment Ref CHAINS							
FRANK Frank Henshall Photographer							
P21/0030/13289/mayor photos	28/10/2021	P21/0030	1	675.00	0.00	675.00	0.00
Authorised: lm							
					0.00	675.00	
Above paid on 12/11/2021 by Online Payment Ref FRANK							
LEAFLET The Leaflet Team							
TKD00681/13290/B Necc distribu	29/09/2021	TKD00681	1	480.00	0.00	480.00	0.00
Authorised: jm							
					0.00	480.00	
Above paid on 12/11/2021 by Online Payment Ref LEAFLET							
MEDIEVAL Medieval Entertainments Ltd							
548/13291/750 yr deposit	13/07/2021	548	1	1,000.00	0.00	1,000.00	0.00
Authorised: mh							
					0.00	1,000.00	
Above paid on 12/11/2021 by Online Payment Ref MEDIEVAL							

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Entered Month 8
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WATERLOGIC Waterlogic GB Ltd							
6507105/13292/ drinking water Authorised: mjw	31/10/2021	6507105	1	89.00	0.00	89.00	0.00
					<u>0.00</u>	<u>89.00</u>	
Above paid on 12/11/2021 by Online Payment Ref WATERLOGIC							
WHITEHURST Whitehursts Agricultural & Builders							
22166/13293/tree post/ties Authorised: svs	26/10/2021	22166	1	34.38	0.00	34.38	0.00
					<u>0.00</u>	<u>34.38</u>	
Above paid on 12/11/2021 by Online Payment Ref WHITEHURST							
Total Purchase Ledger Payments					<u>0.00</u>	<u>2,476.95</u>	

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Entered Month 8
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACORN Acorn Occupational Health Ltd							
32797/13294/phone assessment Authorised: rb	12/11/2021	32797	1	178.80	0.00	178.80	0.00
					0.00	178.80	
Above paid on 19/11/2021 by Online Payment Ref ACORN							
ATG ATG London Ltd							
SISTR34083/13296/theatre ticke Authorised: ji	06/11/2021	SISTR34083	1	260.67	0.00	260.67	0.00
SISTV33806/13295/theatre ticke Authorised: ji	06/11/2021	SISTV33806	1	196.00	0.00	196.00	0.00
SISTR34086/13297/theatre ticke Authorised: ji	13/11/2021	SISTR34086	1	331.52	0.00	331.52	0.00
					0.00	788.19	
Above paid on 19/11/2021 by Online Payment Ref ATG							
BEES Bees for Us							
68/13298/CIC Honey Authorised: ji	11/11/2021	68	1	96.00	0.00	96.00	0.00
					0.00	96.00	
Above paid on 19/11/2021 by Online Payment Ref BEES							
BESTCONNEC The Best Connection Group							
3424974/13299/S scape temp Authorised: rb	05/11/2021	3424974	1	850.26	0.00	850.26	0.00
3428600/13300/S scape temp Authorised: rb	12/11/2021	3428600	1	698.71	0.00	698.71	0.00
					0.00	1,548.97	
Above paid on 19/11/2021 by Online Payment Ref BESTCONNEC							
BOMFORD Bomford Office Products Ltd							
90616/13301/stationery order Authorised: cls	04/11/2021	90616	1	54.55	0.00	54.55	0.00
90647/13302/catering supplies Authorised: cls	08/11/2021	90647	1	115.00	0.00	115.00	0.00

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Linked to Cashbook 1

Entered Month 8
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
90678/13303/stationery Authorised: cls	10/11/2021	90678	1	110.84	0.00	110.84	0.00

0.00	280.39
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Above paid on 19/11/2021 by Online Payment Ref BOMFORD

COPE							
011121/13305/cards/souvenirs Authorised: cls	01/11/2021	011121	1	26.88	0.00	26.88	0.00

0.00	26.88
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Above paid on 19/11/2021 by Online Payment Ref COPE

COSE	Cosebelle						
000072/13306/xmas decs Authorised: cls	02/11/2021	000072	1	20.80	0.00	20.80	0.00

0.00	20.80
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Above paid on 19/11/2021 by Online Payment Ref COSE

DANESIDE	Daneside Theatre						
011121/13307/theatre tickets Authorised: cls	01/11/2021	011121	1	171.00	0.00	171.00	0.00

0.00	171.00
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Above paid on 19/11/2021 by Online Payment Ref DANESIDE

DUTTON	Dutton Traffic Management Services						
12006/13308/road closures Authorised: mh	09/11/2021	12006	1	924.00	0.00	924.00	0.00

0.00	924.00
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Above paid on 19/11/2021 by Online Payment Ref DUTTON

FULL	Full Media Ltd						
6394/13309/books Authorised: cls	01/11/2021	6394	1	16.78	0.00	16.78	0.00

0.00	16.78
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Above paid on 19/11/2021 by Online Payment Ref FULL

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GREEN Green Contract Services Ltd							
43438/13310/fly tip removal	15/11/2021	43438	1	642.00	0.00	642.00	0.00
Authorised: rb							
					0.00	642.00	
Above paid on 19/11/2021 by Online Payment Ref GREEN							
HARRIS [REDACTED]							
061121/13311/cards	06/11/2021	061121	1	12.00	0.00	12.00	0.00
Authorised: cls							
					0.00	12.00	
Above paid on 19/11/2021 by Online Payment Ref HARRIS							
JS MOORE J & S Moore							
151121/13321/remembrance cater	15/11/2021	151121	1	350.00	0.00	350.00	0.00
Authorised: mh							
					0.00	350.00	
Above paid on 19/11/2021 by Online Payment Ref JSMOORE							
KGLOACH K G Loach							
50921/13312/compost/plant feed	18/10/2021	50921	1	994.38	0.00	994.38	0.00
Authorised: rb							
					0.00	994.38	
Above paid on 19/11/2021 by Online Payment Ref KGLOACH							
LAC LAC Autoparts							
6216651/13313/tyre inflator	04/11/2021	6216651	1	125.35	0.00	125.35	0.00
Authorised: rb							
					0.00	125.35	
Above paid on 19/11/2021 by Online Payment Ref LAC							
LANDSCAPE Landscape Supply Company							
105024/13314/in bloom equip	10/11/2021	105024	1	45.25	0.00	45.25	0.00
Authorised: rb							
105173/13315/park cleaning sto	16/11/2021	105173	1	9.08	0.00	9.08	0.00
Authorised: rb							
					0.00	54.33	
Above paid on 19/11/2021 by Online Payment Ref LANDSCAPE							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LITE LITE Limited							
271104/13316/rope lights	01/11/2021	271104	1	2,340.00	0.00	2,340.00	0.00
Authorised: mh							
					0.00	2,340.00	
Above paid on 19/11/2021 by Online Payment Ref LITE							
LITTLE Little Bun Designs Ltd							
1144/13317/bookmarks etc	01/11/2021	1144	1	16.80	0.00	16.80	0.00
Authorised: cls							
					0.00	16.80	
Above paid on 19/11/2021 by Online Payment Ref LITTLE							
MAC MAC Tool & Plant Hire Ltd							
10955/13319/hire of compactor	08/11/2021	10955	1	31.20	0.00	31.20	0.00
Authorised: rb							
					0.00	31.20	
Above paid on 19/11/2021 by Online Payment Ref MAC							
MACCLOCK Macclesfield Lock & Safe							
1014/13318/toilet lock repair	24/09/2021	1014	1	105.60	0.00	105.60	0.00
Authorised: jm							
					0.00	105.60	
Above paid on 19/11/2021 by Online Payment Ref MACCLOCK							
MOORE R.J. & J. Moore							
151121/13320/xmas trees	15/11/2021	151121	1	1,815.00	0.00	1,815.00	0.00
Authorised: mh							
					0.00	1,815.00	
Above paid on 19/11/2021 by Online Payment Ref MOORE							
MUSEUM Congleton Museum							
SI791/13304/leaflets/booklets	11/11/2021	SI791	1	53.50	0.00	53.50	0.00
Authorised: cls							
					0.00	53.50	
Above paid on 19/11/2021 by Online Payment Ref MUSEUM							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NICHE Niche Event Hire							
5103/13322/green fayre equip	11/10/2021	5103	1	1,383.60	0.00	1,383.60	0.00
Authorised: mh							
					0.00	1,383.60	
Above paid on 19/11/2021 by Online Payment Ref NICHE							
NORTHRODE North Rode Timber Co. Ltd							
170692/13323/wood recharge	04/10/2021	170692	1	138.60	0.00	138.60	0.00
Authorised: rb							
					0.00	138.60	
Above paid on 19/11/2021 by Online Payment Ref NORTHRODE							
OFFICE Office Furniture Online							
SN853711/13324/Office table	12/11/2021	SN853711	1	189.60	0.00	189.60	0.00
Authorised: svs							
					0.00	189.60	
Above paid on 19/11/2021 by Online Payment Ref OFFICE							
OLDSAW The Old Saw Mill CBS Ltd							
2620206915/13325/luncheon club	11/11/2021	2620206915	1	530.00	0.00	530.00	0.00
Authorised: dm							
					0.00	530.00	
Above paid on 19/11/2021 by Online Payment Ref OLDSAW							
POPPY Poppy May							
241/13326/gifts.souvenirs	03/11/2021	241	1	69.60	0.00	69.60	0.00
Authorised: cls							
					0.00	69.60	
Above paid on 19/11/2021 by Online Payment Ref POPPY							
ROTARY Congleton Rotary Club							
81/13339/bonfire ticket sales	08/11/2021	81	1	13,991.60	0.00	13,991.60	0.00
Authorised: ji/dm							
					0.00	13,991.60	
Above paid on 19/11/2021 by Online Payment Ref ROTARY							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SHRED IT Shred-it Ltd							
9505045737/13327/shredding ser Authorised: rb	04/11/2021	9505045737	1	139.92	0.00	139.92	0.00
					0.00	139.92	
Above paid on 19/11/2021 by Online Payment Ref SHREDIT							
SPIRAL Spiral Colour							
36861/13328/Green fayre banner Authorised: mh	29/09/2021	36861	1	148.80	0.00	148.80	0.00
37085/13329/xmas banners Authorised: mh	15/11/2021	37085	1	310.80	0.00	310.80	0.00
					0.00	459.60	
Above paid on 19/11/2021 by Online Payment Ref SPIRAL							
ST St John's Community Centre							
202110/13331/luncheon club Authorised: dm	01/11/2021	202110	1	380.00	0.00	380.00	0.00
202109/13330/meals on wheels Authorised: dm	07/11/2021	202109	1	226.00	0.00	226.00	0.00
					0.00	606.00	
Above paid on 19/11/2021 by Online Payment Ref ST							
TALKECHEM Talke Chemical Company Limited							
66350/13334/Green bags Authorised: rb	25/10/2021	66350	1	528.00	0.00	528.00	0.00
66352/13333/bleach Authorised: rb	01/11/2021	66352	1	28.51	0.00	28.51	0.00
66353/13332/bags of rags Authorised: rb	04/11/2021	66353	1	47.28	0.00	47.28	0.00
					0.00	603.79	
Above paid on 19/11/2021 by Online Payment Ref TALKECHEM							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOP Top Nosh							
20/13335/gingerbread	03/11/2021	20	1	12.50	0.00	12.50	0.00
Authorised: ji							
					0.00	12.50	
Above paid on 19/11/2021 by Online Payment Ref TOP							
WATERPLUS1 Water Plus Ltd							
06970311/13336/HAAA water	09/11/2021	06970311	1	56.21	0.00	56.21	0.00
Authorised: svs							
					0.00	56.21	
Above paid on 19/11/2021 by Online Payment Ref WATERPLUS1							
WESTWALLAS West Wallasey Contract Hire							
CH243980/13337/lease vans	08/11/2021	CH243980	1	3,427.85	0.00	3,427.85	0.00
Authorised: rb							
					0.00	3,427.85	
Above paid on 19/11/2021 by Online Payment Ref WESTWALLAS							
WRIST Wristband Plus Ltd							
SI370/13338/I D cards	01/11/2021	SI370	1	24.38	0.00	24.38	0.00
Authorised: mh							
					0.00	24.38	
Above paid on 19/11/2021 by Online Payment Ref WRIST							
Total Purchase Ledger Payments					0.00	32,225.22	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ATG ATG London Ltd							
SISTR34087/13343/theatre ticke Authorised: ji	20/11/2021	SISTR34087	1	129.29	0.00	129.29	0.00
					0.00	129.29	
Above paid on 26/11/2021 by Online Payment Ref ATG							
BESTCONNEX The Best Connection Group							
3432187/13344/s scape temp Authorised: rb	19/11/2021	3432187	1	774.49	0.00	774.49	0.00
					0.00	774.49	
Above paid on 26/11/2021 by Online Payment Ref BESTCONNEX							
BOMFORD Bomford Office Products Ltd							
90769/13345/office chairs Authorised: svs	18/11/2021	90769	1	164.34	0.00	164.34	0.00
90783/13346/stationery Authorised: cls	18/11/2021	90783	1	112.37	0.00	112.37	0.00
					0.00	276.71	
Above paid on 26/11/2021 by Online Payment Ref BOMFORD							
BOON Mr Tony Boon							
89/13347/christmas vinyls Authorised: mh	17/11/2021	89	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 26/11/2021 by Online Payment Ref BOON							
BOOTH Chris Booth							
11121/13348/Sound for Green Fa Authorised: mh	11/11/2021	11121	1	60.00	0.00	60.00	0.00
11112021/13349/Sound cenotaph Authorised: mh	11/11/2021	11112021	1	60.00	0.00	60.00	0.00
					0.00	120.00	
Above paid on 26/11/2021 by Online Payment Ref BOOTH							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BUXTON Buxton Opera House							
0692/13350/Theatre tickets	19/11/2021	0692	1	62.18	0.00	62.18	0.00
Authorised: cls							
					0.00	62.18	
Above paid on 26/11/2021 by Online Payment Ref BUXTON							
CCP Congleton Community Projects							
170821/13352/ad board hire	17/08/2021	170821	1	60.00	0.00	60.00	0.00
Authorised: ms							
					0.00	60.00	
Above paid on 26/11/2021 by Online Payment Ref CCP							
CHRONICLE Heads Congleton Limited							
123057/13351/christmas feature	18/11/2021	123057	1	360.00	0.00	360.00	0.00
Authorised: jm							
					0.00	360.00	
Above paid on 26/11/2021 by Online Payment Ref CHRONICLE							
DCASSIST D C Assist Ltd							
TH127/13353/toilet cleaning	07/11/2021	TH127	1	187.50	0.00	187.50	0.00
Authorised: mjw							
TH128/13354/toilet cleaning	14/11/2021	TH128	1	150.00	0.00	150.00	0.00
Authorised: mjw							
TTH129/13355/toilet cleaning	19/11/2021	TTH129	1	150.00	0.00	150.00	0.00
Authorised: mjw							
					0.00	487.50	
Above paid on 26/11/2021 by Online Payment Ref DCASSIST							
DJM DJM Nurseries							
10784662/13356/park plants	20/09/2021	10784662	1	201.60	0.00	201.60	0.00
Authorised: rb							
1078466/13357/shrubs for park	25/10/2021	1078466	1	50.00	0.00	50.00	0.00
Authorised: rb							
1078469/13358/Trees 4 Tree pro	25/10/2021	1078469	1	225.00	0.00	225.00	0.00
Authorised: ms							
					0.00	476.60	
Above paid on 26/11/2021 by Online Payment Ref DJM							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EMBLEM Emblem Print Products Ltd							
95883/13360/750 yr promo stock	19/11/2021	95883	1	673.06	0.00	673.06	0.00
Authorised: ji							
					0.00	673.06	
Above paid on 26/11/2021 by Online Payment Ref EMBLEM							
GATOR Gator Medical							
GM26321/13359/deposit xmas	29/10/2021	GM26321	1	55.00	0.00	55.00	0.00
Authorised: mh							
					0.00	55.00	
Above paid on 26/11/2021 by Online Payment Ref GATOR							
HEATHWOOD Heathwood Nurseries Ltd							
329947/13361/Trees - Tree Proj	18/11/2021	329947	1	558.83	0.00	558.83	0.00
Authorised: ms							
					0.00	558.83	
Above paid on 26/11/2021 by Online Payment Ref HEATHWOOD							
JEWSON Jewson Limited							
0767/00149256/13363/sand cemen	09/11/2021	0767/00149256	1	87.84	0.00	87.84	0.00
Authorised: rb							
0767/00149366/13362/sharp sand	10/11/2021	0767/00149366	1	18.14	0.00	18.14	0.00
Authorised: rb							
					0.00	105.98	
Above paid on 26/11/2021 by Online Payment Ref 0767/00122							
KGLOACH K G Loach							
51080/13364/tools/sand	10/11/2021	51080	1	267.00	0.00	267.00	0.00
Authorised: rb							
					0.00	267.00	
Above paid on 26/11/2021 by Online Payment Ref KGLOACH							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LANDSCAPE Landscape Supply Company							
105293/13365/ppe, cable ties Authorised: rb	19/11/2021	105293	1	207.30	0.00	207.30	0.00
					0.00	207.30	
Above paid on 26/11/2021 by Online Payment Ref LANDSCAPE							
LIGHTECH Lighthouse Sound & Light Ltd							
10651/13366/remembrance projec Authorised: dm	16/11/2021	10651	1	924.00	0.00	924.00	0.00
					0.00	924.00	
Above paid on 26/11/2021 by Online Payment Ref LIGHTECH							
LOMOND Lomond Books Ltd							
453674/13368/walking books Authorised: ji	16/11/2021	453674	1	81.50	0.00	81.50	0.00
453952/13367/walking books Authorised: ji	18/11/2021	453952	1	21.58	0.00	21.58	0.00
					0.00	103.08	
Above paid on 26/11/2021 by Online Payment Ref LOMOND							
OLDSAW The Old Saw Mill CBS Ltd							
2620206911/13369/Apple juice Authorised: cls	05/11/2021	2620206911	1	24.00	0.00	24.00	0.00
					0.00	24.00	
Above paid on 26/11/2021 by Online Payment Ref OLDSAW							
OTIS Otis Ltd							
21050738/U1/13370/lift service Authorised: mjw	22/10/2021	21050738/U1	1	552.56	0.00	552.56	0.00
					0.00	552.56	
Above paid on 26/11/2021 by Online Payment Ref OTIS							

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PARKER J Parker Dutch Bulbs (Wholesale) Ltd							
SI124139/13371/bulbs for park	05/11/2021	SI124139	1	57.54	0.00	57.54	0.00
Authorised: rb							
					0.00	57.54	
Above paid on 26/11/2021 by Online Payment Ref PARKER							
SPIRAL Spiral Colour							
37126/13373/sponsorship plaque	22/11/2021	37126	1	55.20	0.00	55.20	0.00
Authorised: mh							
					0.00	55.20	
Above paid on 26/11/2021 by Online Payment Ref SPIRAL							
TALKECHEM Talke Chemical Company Limited							
66351/13374/T Hall cleaning st	25/10/2021	66351	1	156.12	0.00	156.12	0.00
Authorised: mjw							
					0.00	156.12	
Above paid on 26/11/2021 by Online Payment Ref TALKECHEM							
THREADFAST Threadfast Engineers 1984 Ltd							
SIN112070/13377/disc blade	22/11/2021	SIN112070	1	83.17	0.00	83.17	0.00
Authorised: rb							
SIN112090/13375/cable ties	22/11/2021	SIN112090	1	33.55	0.00	33.55	0.00
Authorised: rb							
SIN112092/13376/drill bit set	22/11/2021	SIN112092	1	18.00	0.00	18.00	0.00
Authorised: rb							
					0.00	134.72	
Above paid on 26/11/2021 by Online Payment Ref THREADFAST							
TSELECT T & S Electrical Limited							
2396/13378/repair hand dryer	16/11/2021	2396	1	677.70	0.00	677.70	0.00
Authorised: mjw							
					0.00	677.70	
Above paid on 26/11/2021 by Online Payment Ref TSELECT							
Total Purchase Ledger Payments					0.00	7,478.86	

Linked to Cashbook 1

Entered Month 8
by user ST

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BEST4 Best4Hedging							
990909/13448/Matting tree proj	08/11/2021	990909	1	573.48	0.00	573.48	0.00
Authorised: ms							
					<u>0.00</u>	<u>573.48</u>	
Above paid on 12/11/2021 by Online Payment Ref BEST4							
BRITISH HA British Hardwood Tree Nursery Ltd							
039237/13449/Trees - tree proj	08/11/2021	039237	1	219.38	0.00	219.38	0.00
Authorised: ms							
					<u>0.00</u>	<u>219.38</u>	
Above paid on 12/11/2021 by Online Payment Ref BRITISHHA							
Total Purchase Ledger Payments					<u>0.00</u>	<u>792.86</u>	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	27 th January 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer/Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	14 Appointment of Internal Auditor		
Background	<p>The Town Council is required by Regulation 5(1) of the Accounts and Audit regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes”. The Council complied with the requirements in terms of independence from the Council decision making process by appointing Auditing Solutions Ltd to provide this function to the Council.</p> <p>As the Council’s Internal Auditor, the Internal Auditor has a duty to complete the internal audit report in the Council’s Annual Return, which covers the basic financial systems, activities, operating procedures and requires assurances in separate areas as shown below. After each audit a report of findings is generated, the interim audit reports are presented to Finance and Policy Committee and the Final Report is presented to Finance and Policy Committee and Council.</p>		
AREA FOR REVIEW	EXPECTED ACHIEVEMENTS	ACHIEVED YES/NO	AREAS COVERED
Scope of internal audit	Terms of reference approved by council	Yes	Internal Audit covers: Risk arrangements, Security of Assets, review of minutes, insurance, security of assets, expenditure, income, accounting records, year-end accounts.
	Internal audit work takes into account risk assessment	Yes	Covered by financial risk assessment review and Health and Safety review annually. Insurance risk assessed annually.

	Internal audit work takes into account wider control arrangements	Yes	<p>Project budgeting process in place.</p> <p>Financial Regulations show delegated authority to spend</p> <p>Monthly variance reports in place and considered by Finance and Policy committee.</p>
	Internal audit work covers anti-fraud and corruption arrangements	Yes	<p>Internal Auditor reviews and reports on the Councils system of internal controls. Cash handling procedures reviewed by internal auditor.</p> <p>Two staff handling all purchasing and cash payments.</p> <p>Sales invoicing and receipts are handled by two separate members of staff.</p>
Independence	Internal audit has direct access to those charged with governance	Yes	<p>Chief Officer and internal audit discuss governance.</p> <p>Interim and annual audit reports discussed at meetings.</p>
	Internal audit has no other role within the council	Yes	
Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	Internal auditor works with other councils.
	Responsibilities for officers and internal audit are defined in relation to internal control, risk management, fraud and corruption by means of a job description, engagement letter.	Yes	Chief Officer's Key Performance Areas show this, as do Responsible Financial Officers.
Audit Planning and Reporting	The annual internal audit plan properly takes	Yes	Financial Risk review completed annually.

	account of all risks facing the council and has been approved by council.		Internal audit monitors against identified risk.
	Internal audit has reported in accordance with the plan	Yes	Internal audit investigation is thorough and provides sound reports with full explanations.
	Reports are received by council	Yes	Reports acted upon as shown by minutes.
	Planned internal audit work is based on risk assessment and designed to meet the council's needs	Yes	Largest risks covered by insurance i.e., loss of income. Internal auditor provides detailed report to Council of the risk areas that have been covered during the audit.
Understanding the whole organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	Internal Auditor fully updated on any new issues.
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community	Yes	Auditor assessing work done by council on levels of risk.
Adds value	The council makes positive responses to internal audit's recommendations and follows up where action is needed	Yes	Audit reports are scrutinised by Responsible Financial Officer and the Finance and Policy Committee and acted upon.
Be forward looking	National agenda changes are considered.	Yes	Vision, Asset transfer, neighbourhood plan, growth of council, projects undertaken all indicators of change.
	Internal audit is aware of new developments in	Yes	Staff constantly update training

	council services, risk management and corporate governance arrangements		Internal auditor reviews Council minutes.
Be challenging	Focuses on risks and encourages development of own responses to risk management	Yes	Internal auditor provides Council with detailed reports following audit.
Right resources	Adequate resources are made available for internal audit's work	Yes	
	Internal audit understand the council	Yes	Internal auditor has been working with the council for a number of years.
Proposal	The current internal audit is provided by Accounting Solutions Ltd. They are a well-established company with extensive experience with Town and Parish Councils. They audit the Council's financial and other internal control systems and the financial records four times per year and have provided good advice. They work with many other councils in providing this service and are familiar with our processes and procedures. The fact that historically our external audit has been consistently good demonstrates that the guidance and support being provided by the Internal auditor is sound. Remaining with Accounting Solutions would provide the new Responsible Financial Officer continuity with the audit procedure of Congleton Town Council in order to give support due to their historic knowledge of the Council.		
Finance	The 2022/23 Budget cost for Accounting Solutions is £ 1,780, the daily cost is £445 which includes travelling.		
Decision Requested	That the Finance and Policy Committee resolve to approve continuing with Accounting Solutions for internal audit provision for the financial year 2022-23.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	27 th January 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	15 First Interim Internal Audit Report 2021/22		
Background	<p>The statutory instrument of government which is the Accounts and Audit Regulations 2015 Section 5(1) requires the Town Council to ‘undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes’.</p> <p>Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps the Town Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the council on whether its systems of financial and other internal controls over its activities and operating procedures are effective.</p> <p>Congleton Town Council has appointed Auditing Solutions Ltd to carry out its internal audit for 2021-2022. The internal auditor normally comes to the offices 3 times per year and produces a report each time, historically Congleton Town Council’s policy is for the Interim Internal Audit reports to be received by the Finance and Policy Committee and for the Final Internal Audit report to be received by Finance and Policy Committee and Council.</p>		

<p>Updates</p>	<p>This interim report for 20/21 was completed remotely, in mutual agreement with the RFO and Auditing Solutions Ltd. There are some actions/notes in the report:</p> <p><u>Review of Corporate Governance:</u></p> <ul style="list-style-type: none"> <i>We have discussed the Tourist Information Centre (TIC) with the RFO, and we consider that the Financial Regulations should include controls with monetary limits detailed in respect of the till and change floats.</i> <p>RFO Update: This will be added and presented to the agenda of the Finance and Policy Committee in March 2022.</p> <p><u>Precept Determination and Budgetary Control</u></p> <ul style="list-style-type: none"> <i>We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2022-23 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.</i> <p>RFO Update: A full list of reserves will be created with details and presented at a future Finance and Policy Committee meeting as an update.</p> <p><u>Petty Cash Account</u></p> <ul style="list-style-type: none"> <i>We have not checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggested that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. We note that this was undertaken and minuted at the Finance and Policy Committee meeting on 26th January 2021 and we have been advised that it will continue to be reviewed.</i> <p>RFO Update: The countersigning of Petty Cash will be arranged and presented to Finance in March 2022. For future years, the countersigning will be completed twice annually, in September and March.</p>
<p>Decision requested</p>	<p>That the Finance and Policy Committee receive the first interim report for 2021-22</p>

Congleton Town Council

Internal Audit Report 2021-22: First Interim

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2021-22 financial year which was completed on 23rd November 2021. We have undertaken our initial review for the year and we wish to thank the Responsible Finance Officer in assisting the process, providing all necessary documentation to facilitate completion of our review for the year to date.

Internal Audit Approach

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

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

Overall Conclusion

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

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2021-22 to the Statement of Accounts and AGAR for 2020-21 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April & September 2021;
- Checked and agreed for the same months, inter account "sweep" transfers between the current and high interest bank account; and
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks and bank accounts as at September 2021 to ensure that no long-standing payments or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at future visits.

Review of Corporate Governance

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

We note that the Standing Orders were reviewed and adopted in October 2021 and the Finance regulations were reviewed in July 2020. We have been advised that a review of the financial Regulations is due later in this financial year.

We have discussed the Tourist Information Centre (TIC) with the RFO and we consider that the Financial Regulations should include controls with monetary limits detailed in respect of the till and change floats.

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

Conclusions

There are no matters requiring formal recommendation in this area of our review process. As mentioned above consideration should be given to include controls in respect of the TIC. We will undertake further work at future visits.

Review of Expenditure

Our aim here is to ensure that: -

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

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

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

Conclusions

We are pleased to report that no significant issues have been identified in this area. We will undertake further work at future visits.

Assessment and Management of Risk

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

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

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

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2022) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at future visits.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

The Council will commence consideration of the 2022-23 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

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

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2022-23 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

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

- At this interim audit we reviewed the income generated in respect of the Tourist Information Centre and the cash and stock controls. We are pleased to report that the

process is well managed and that records are maintained in a very satisfactory manner.

- Examined the “Aged debtors schedule” generated by the accounting software and have confirmed with the RFO regarding the records that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

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

Conclusions

We are pleased to record that there are no significant issues in this area. We will undertake a further review of income at our interim update review.

Petty Cash Account

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

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

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

Conclusions

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

Review of Staff Salaries

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

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates;
- Checked and agreed the computation of staff gross and net pay and salary deductions for November 2021, noting the continued use of a local, third party bureau service provider;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner; and
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner.

Conclusions

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

Investments & Loans

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

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

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

Conclusions

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	27 th January 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	16 Investment Strategy and Investment Policy 2022/23		
Background	<p>Congleton Town Council is required by the Local Government Act 2003 to prepare an Investment Policy and Strategy taking into account the Community Investments Guidance notes 1st April 2010. These policies are contained within the Council's Constitution. The previous Investment Policy and Investment Strategy were approved in January 2021 and it is best practice to review annually.</p> <p>The Council's Investments are:</p> <p style="padding-left: 40px;">£ 150,000 of Ear Marked Reserves are invested with CCLA, which is instant money market access account, current interest rates are 0.168% as at 14th January 2022.</p> <p style="padding-left: 40px;">£ 150,000 of General Reserves are invested in Cambridge & Counties at a renewed interest rate of 1.2%, this account is renewed every November, the next renewal deadline is 8th November 2022.</p> <p>The remaining balances are kept with Royal Bank and Scotland business accounts.</p> <p>Congleton Town Council's savings with Cambridge and Counties matured on 8th November 2021. The Council was earning a rate of 1.15%. About two weeks before this bond matured, Cambridge and Counties offered a new rate of 1.2%.</p> <p>Comparisons were made with other Investment Companies, and as a result, when this bond matured, the rate offered by Cambridge and Counties was competitive against those offered by other building societies that also meet our other criteria of security and liquidity.</p> <p>With the expectation that interest rates may be more volatile going forward, we need to be given the ability to move more smartly and quickly to take advantage of the best rates on offer from other organisations that also meet our criteria of security and liquidity.</p>		

<p>Updates</p>	<p><u>INVESTMENT STRATEGY</u> This has been updated in accordance with our current investments, see Appendix 1.</p> <p><u>INVESTMENT POLICY</u> The updated Investment Policy, appendix 2, has been updated with the below:</p> <p>Point 4 updated from: <i>Two councillor signatories in accordance with the Town Council's bank mandate will be required to open any new accounts but day to day operation of moving money between the accounts will be delegated to the Responsible Financial Officer and Chief Officer.</i></p> <p>To: <i>Day to day operation of moving money between the accounts will be delegated to the Responsible Financial Officer and Chief Officer.</i></p> <p>New point 5 : Two senior Officers, the Chief Officer and the Responsible Financial Officer, and Three Councillors, the Chair, the Vice Chair and the former Vice Chair from the Finance and Policy Committee to transfer the funds elsewhere at maturity if the institution meets our criteria of security and liquidity, and if possible, a higher rate of interest. They have the authority to move funds from one provider to another as long as all five unanimously agree. Should all five not unanimously agree, the investment should be referred to Council.</p> <p>In the event of either the Chief Officer or the Responsible Financial Officer not being available, the Deputy Chief Officer is hereby given authority to deputise.</p> <p>In the event that any one or more of the three above nominated Councillors is/are not available, another Councillor(s) with voting rights on the Finance and Policy Committee is/are hereby given authority to deputise.</p> <p>The authority vested in just point 5 will automatically lapse on the day the Notice of Poll for the Council elections to Congleton Town Council for May 2023 are published.</p>
<p>Decision Requested</p>	<ol style="list-style-type: none"> 1. To approve the updated Investment Strategy. 2. To approve the update to point 4 in the Investment Policy and to recommend this to Council for approval and to adopt within the Updated Investment Policy into the Constitution. 3. To approve the addition point 5 and to recommend this to Council for approval and to adopt within the Updated Investment Policy into the Constitution noting that this new point 3.5 automatically lapses on the day the Notice of Poll for the Council elections to Congleton Town Council for May 2023 are published.

Appendix 1

Congleton Town Council

Investment Strategy

Congleton Town Council has £150,000 with Cambridge and Counties Bank¹ on a 1 year deposit. Until 8th November 2022 the interest rate for the 1 Year investment is 1.2%.

£150,000 of its Ear Marked Reserves is with CCLA Public Sector Deposit fund. This is an instant access money market account with fluctuating interest rates every day, currently around 0.168%. Although the capital is not at risk of reducing in value, it is possible at a time of very low interest rates, for the interest rate of a CCLA Public Sector Deposit Fund to be negative.

The balance of the council's money is with the Royal Bank of Scotland split between a current account and a business reserve account which currently pays 0.01%.

Suggested Strategy:

1. To keep the General Reserve with Cambridge and Counties Bank – currently £150,000 @ 1.2% maturing in November 2022 expected annual interest is £1800. On maturity in November 2022, for proper consideration to the re-investment decision in accordance with the Council's Investment Policy.
2. To keep £150,000 with CCLA, the volatility of the daily rates of interest earned are demonstrated by the interest rate on 19th January 2022 being about five times the interest rate during the month of November 2021. So, currently on an annualised basis, we are earning about £ 250 per annum whereas in November 2021 on an annualised basis we were only earning between £ 50 to £ 60 per annum.

¹ Cambridge & Counties Bank is an authorised UK bank which focuses on providing financial products to small and medium sized enterprises (SMEs). We fund our loans using customer deposits. As we do not borrow money from the wholesale markets we do not require a credit rating.

We are owned in equal shares by Trinity Hall, Cambridge, and Cambridgeshire Local Government Pension Fund and regulated by both the Financial Conduct Authority and the Prudential Regulatory Authority. We are a member of the Financial Services Compensation Scheme (FSCS) which protects the deposits of small to medium sized businesses which meet the FSCS criteria; full details of which can be found at www.fscs.org.uk.

Both the management of the Bank and the owners have a conservative approach to risk management and the bank holds levels of capital and liquidity in excess of all regulatory requirements. We see our primary banking responsibility to be to protect our depositors.

Appendix 1

3. To retain RBS for the current account and the remaining balance in the RBS Business Reserve account.

Appendix 2

Congleton Town Council

Investment Policy

I. Introduction

Congleton Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

In preparing its Investment Policy the Council is required to comply with the guidance notes issued under Section 15 (1) of the Local Government Act 2003. The current statutory Community and Local Government (CLG) Investments Guidance notes came into force on 1st April 2010.

Town and Parish Councils with a budget larger than £500,000 are not eligible for compensation under the Financial Services Compensation Scheme (FSCS).

2. Objectives

The general policy objective of the Council is prudent investment of its balances in line with the widely recognised investment policy expressed as SLY, Security, Liquidity and Yield. The Council's priorities are:

1. Security of its reserves.
2. The Liquidity of its investments.
3. The Yield of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

3. Policies

1. All investments will be made in Sterling
2. No one investment shall be for a period longer than 12 months
3. The Town Council shall invest with banks/building societies or institutions with high credit quality ratings from credit agencies such as Standard and Poors; Moody's Investors Services Ltd and Fitch Ratings Ltd.
4. Day to day operation of moving money between the accounts will be delegated to the Responsible Financial Officer and Chief Officer.

Appendix 2

5. Two senior Officers, the Chief Officer and the Responsible Financial Officer, and Three Councillors, the Chair, the Vice Chair and the former Vice Chair from the Finance and Policy Committee to transfer the funds elsewhere at maturity if the institution meets our criteria of security and liquidity, and if possible, a higher rate of interest.
6. They have the authority to move funds from one provider to another as long as all five unanimously agree. Should all five not unanimously agree the investment should be referred to Council.

In the event of either the Chief Officer or the Responsible Financial Officer not being available, the Deputy Chief Officer is hereby given authority to deputise.

In the event that any one or more of the three above nominated Councillors is/are not available, another Councillor(s) with voting rights on the Finance and Policy is/are hereby given authority to deputise.

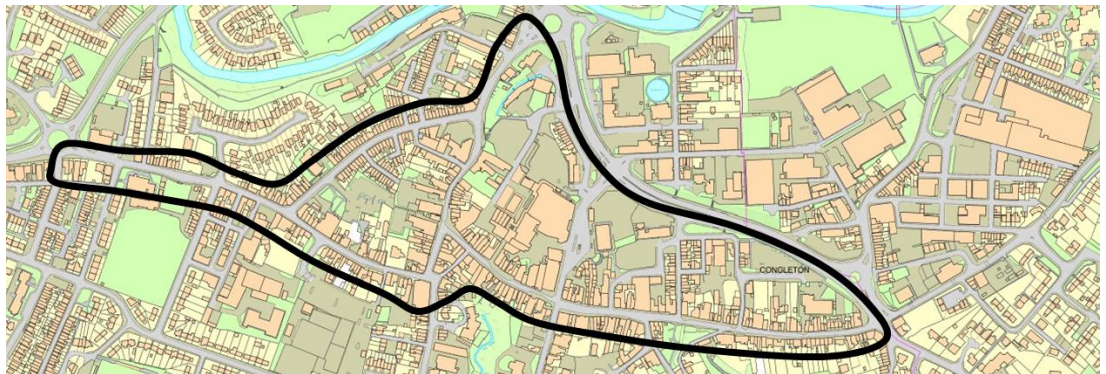
The authority vested in just point 5 will automatically lapse on the day the Notice of Poll for the Council elections to Congleton Town Council for May 2023 are published.

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

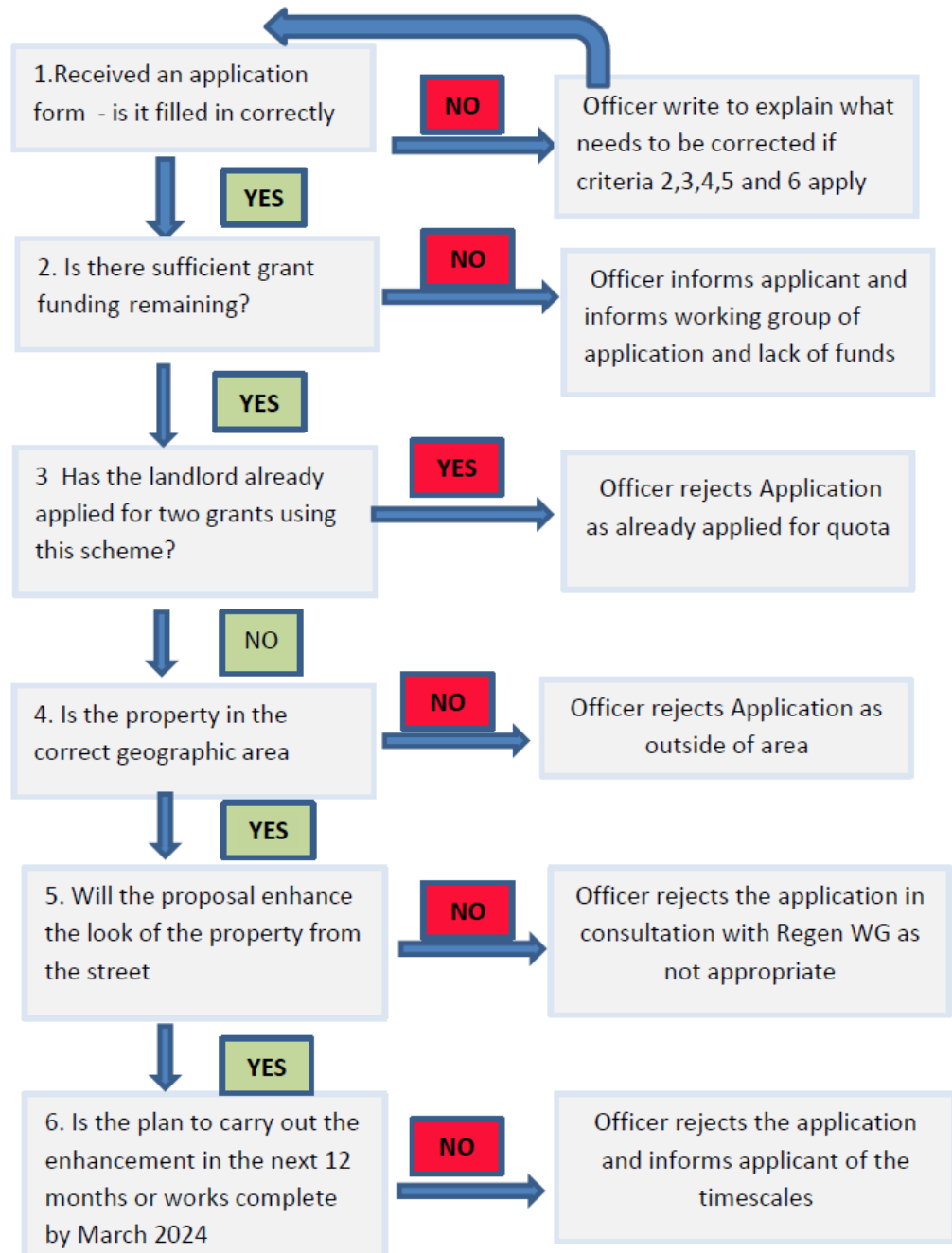
COMMITTEE:	Finance & Policy		
MEETING DATE AND TIME	27th January 2022 7.00pm	LOCATION	Town Hall
REPORT FROM	Jackie MacArthur – Communities and Marketing Manager and Deputy Chief Officer		
AGENDA ITEM REPORT TITLE	17 Congleton Regeneration Working Group - First Floor Improvement Grants Criteria		
BACKGROUND	<p>In September 2021 the Finance and Policy Committee approved the principle of a first-floor grant scheme for Congleton town centre. At Council on the 21st October 2021 Council agreed to set aside £10,000 for this grant scheme, on the principle that the funds were restricted to a maximum of £1,000 per building, the funds would be released after the works were completed and that the landlord or business owner would need to at least match-fund the £1,000.</p> <p>Some questions have been raised about the criteria and process for people accessing the funds. This was discussed at the Regeneration Working Group and are set out in this report. The report is seeking approval of the detailed criteria and process and that the operational responsibility of the fund be delegated to the Chief Officer, or Deputy in their absence, to apply in consultation with the Town Regeneration Working Group. Much of the criteria is based on that which worked successfully for the ground floor shop front improvement grant run by the town council ran 2017.</p>		
CRITERIA	<p>Congleton Town Council will offer a grant of up to 50% of eligible costs up to a maximum of £1,000 grant per property. There is £10,000 in the funding pot.</p> <p>What can be funded: Works that will be funded include:</p> <ul style="list-style-type: none"> • Exterior repainting of timber or render that can be seen from the public highway. • Minor alterations e.g., replacement external windows, fascia, masonry, rainwater goods. • New/ replacement high quality signage. • Other physical works which improve the visual aspect of the property frontage will be considered. • Related costs such as scaffolding, planning application fees, professional fees etc. • The grant cannot be used for internal works or regular maintenance. 		

Who can apply for a grant:

- The scheme is open to private landlords and business owners of commercial premises in Congleton Town Centre. The properties can be occupied or vacant.
- The grants will be limited to no more than 2 properties per landlord
- The works will not be funded retrospectively, and works must not have started prior to applying for a grant.
- The person applying for the grant must make sure that the correct permissions are sought and that the work is carried out safely. Failure to do so will result in the grant not being paid.
- The businesses must be in the geographical area shown below.



Process



	<pre> graph TD Start(()) --> Step7[7. Issue a promissory note] Step7 -- YES --> Step8[8. Check licences or permissions been granted] Step8 -- YES --> Step9[9. Evidence of work complete and receipts received] Step9 -- YES --> Step10[10. Authorise payment] Step7 --> Note[Check every 3 months for progress. If informed no longer going ahead remove from scheme and release funds back into pot. If not able to produce 8 (unless can show not needed) or 9 grant may not be made.] Step8 --> Note Step9 --> Note </pre>
FINANCIAL CONSIDERATIONS	£10,000 has been approved by the Council for this project. The grants will need to be claimed by March 2024 and any funds remaining after that date can be allocated to another project.
EQUALITY CONSIDERATIONS	The opportunity to apply for these grants will start on the 1 st February and will be allocated on a first come bases if applicants meet the criteria. The offer will be publicised ahead of the 1 st February.
ENVIRONMENTAL CONSIDERATIONS	This grant is aimed at preserving the current buildings and creating a more welcoming environment in the Town Centre
DECISION REQUESTED	To delegate the responsibility for awarding the first-floor improvement grants to the Chief Officer, or in their absence the Deputy Chief Officer, and for them to consult with members of the Regeneration working group using the criteria and process outlined.