



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

16th March 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 **Wednesday 23rd March 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 27th January 2022.](#)

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 – See item 16**

5. Questions from Members of the Public

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

6. Urgent Items

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

7. Grant Approvals and Commitments 2021/22 (Enclosed)

To receive a statement showing the current position as at 31st January 2022.

8. New Applications for Financial Assistance (Enclosed)

- Grant Ref 12/2122 Congleton Live CIC Ltd
- Grant Ref 13/2122 Parents /Guardians of Smallwood School Academy
- Grant Ref 14/2122 Friends for Leisure
- Grant Ref 15/2122 Congleton Pride
- Grant Ref 16/2122 Mossley Old School Trust
- Grant Ref 17/2122 Beartown Patchwork & Quilters

9. New Grant Activities Monitoring Forms (Enclosed)

To receive the New Grant Activities Monitoring Form from:

- 9.1 3rd Congleton Brownies and 2nd Congleton West Rainbows

10. Management Accounts (Enclosed)

To receive and consider the Management Accounts as at 31st January 2022.

11. Bank Reconciliation (Enclosed)

To receive and consider the bank reconciliation as at 31st January 2022.

12. Savings Account Balances (Enclosed)

To receive the Savings Account balances as at 31st January 2022.

13. List of Payments (Enclosed)

To receive and approve the Payments lists between 1st December 2021 to 31st January 2022.

14. Annual Review of the Business Risk Assessment (Enclosed)

To review and approve the Business Risk Assessment for 2022/23.

15. Second Interim Internal Audit Report 2021/22 (Enclosed)

To receive the Second interim Audit for 2021-2022.

16. Amendments to the Grants and Funding Policy (Enclosed)

To approve amendments to the Grants and Funding Policy.

17. Annual Pay Agreement 2021/22 (Enclosed)

To note: 1 - Annual Pay Agreement award of 1.75%.

2 - To note that the back pay due from 1st April 2021 was paid in March 2022 salaries.

18. Petty Cash Verification (Enclosed)

To receive the verification of the Town Council's Petty Cash Account balance.

19. Community Infrastructure Levy (Enclosed)

To receive the Community Infrastructure Levy report.

To: Members of the Finance & Policy Committee

CLLrs: Robert Douglas (Chair) Russell Chadwick (Vice Chair)

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

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

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

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 27th January 2022

****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 27th January 2022](#)

PRESENT Committee members:

Cllr Robert Douglas (Chair)
Cllr Russell Chadwick
Cllr Jean Parry
Cllr J Smith
Cllr R Moreton
Cllr S Akers Smith
Cllr D Amies
Cllr D Brown
Cllr G Hayes (Arrived at 7.26pm)
Cllr D Murphy (Mayor – Ex Officio) (Left at 7.20pm)
Cllr M Gartside (Deputy Mayor – Ex Officio)

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 member: Cllr P Duffy

2. Minutes of Previous Meetings

FAP/48/2122 RESOLVED to approve the [minutes of the Finance & Policy Committee held on 25th November 2021](#).

3. Declarations of Interest

Cllrs R Moreton, D Murphy (Mayor), D Brown and S Akers Smith, declared a non-pecuniary interest on any matters relating to Cheshire East Council. The Responsible Financial Officer (RFO) declared a non-pecuniary interest in item 8 as a participant.

4. Outstanding Actions

Review of Grants and Funding Policy – This is due to be presented in March 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/49/2122 RESOLVED to receive the statement showing the current position as at 30th November 2021.

8. New Applications for Financial Assistance

FAP/50/2122 RESOLVED to award the following grant:

- **Grant Ref 11/2122 Congleton Harriers – Awarded £425 for medical cover for the Cloud 9 Race in March 2022.**

9. New Grant Activities Monitoring Form and Letter of Thanks

FAP/51/2122 RESOLVED to receive the New Grant Activities Monitoring Form from Congleton Harriers and the letter of thanks from the Parish of Congleton St Peter's Church.

10. Management Accounts

FAP/52/2122 RESOLVED to receive the Management Accounts as at 30th November 2021.

11. Bank Reconciliation

FAP/53/2122 RESOLVED to receive the bank reconciliation as at 30th November 2021.

12. Savings Account Balances

FAP/54/2122 RESOLVED to note the Savings balances as at 30th November 2022.

13. List of Payments

FAP/55/2122 RESOLVED to receive and approve the Payments lists between 1st October and 30th November 2021.

14. Appointment of Internal Auditor

FAP/56/2122 RESOLVED to approve the appointment of Auditing Solutions Ltd as the internal Auditor for 2022/23.

15. Internal Audit: First Interim Report

FAP/57/2122 RESOLVED to receive and approve the Internal Audit Report – First Interim 2021/22.

16. Annual Review of the Investment Strategy and Policy

FAP/58/2122 RESOLVED to:

1. approve the updated Investment Strategy.
2. 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. 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

FAP/59/2122 RESOLVED to

1. receive the verbal update.
2. approve 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

FAP/60/2122 RESOLVED to exclude the public and press from Item 19 in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to commercial sensitivities.

19. Congleton Information Centre Commission Rates

FAP/61/2122 RESOLVED to delay any discussion and action for 6 months, and for further investigations to take place by officers, the next report to be presented through the Town Hall, Assets and Services Committee for discussion.

Meeting closed 8.04pm

**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 21/22	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	256.00	256.00	0.00	17/12/2021
Totals						0.00	38,333.00	38,289.00	37,289.00	1,000.00	
	Ear marked reserve b/fwd										
	Budget 2021/22						£0				
	Total approved to date						£38,333				
	Total awaiting application						£38,289				
							£44				

Congleton Town Grant Commitments 2021/22										
Date Grant Approved	Permitted		Grant Ref	Section	Minute Reference	Approved EMR b/fwd £	Approved 21/22 £	Paid £	Outstanding £	Date Paid
	To	For								
	Subsidised Use of Town Hall						4500.00	29.00	4471.00	
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	Repacement 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	190.00		07/01/2022
27/01/2022	Congleton Harriers	Medical cover- Cloud 9 race	GR11/2122	Gpoc	FAP50/2122		425.00			
Totals						8354.00	10504.75	6967.44	10952.31	
	EMR b/fwd				£8,354.00					
	Budget 21/22				£19,500.00	£57,833.00	Total Grant budget			
	Total approved to date				£18,858.75					
	Total money still available for grants				£8,995.25					



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR12/2122
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1.1	Applicant(s):	Vince Cutcliffe
1.2	Representing:	Congleton Live Community Interest Company Ltd A not for profit company run by volunteers, giving the original CJAB team a formal organisational structure
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	Congleton Unplugged
1.6	Project Objectives:	The aim of this project is to contribute to the sustainability of the town centre, and to provide a boost to the community spirit of the people of Congleton.
1.7	Brief Project Description:	<p>A music festival which encourages people, locally and regionally, to come into the town and sample what is on offer.</p> <p>This is the tenth year of "Unplugged" and the ninth festival, last year (2021) because of CV19 we held a virtual/online festival evidenced by film/video on our Facebook/Youtube/Website. The purpose of Congleton Unplugged is to bring people into town to experience the benefits of a community event at a normally quiet time of year.</p> <p>The outcome of the event since its inception in 2013 has been a thriving festival which is growing in stature year on year, 2022 will be its 9th (non) consecutive year (i.e. excluding 2021). We are funded by the venues and grant funding bodies, we also have commercial sponsors. The event is organised with the generous time, efforts and resource made available entirely by volunteers.</p>

1.8

Details
accounts/budgets

In summary if the festival meets all its income targets it will make a small profit of approx. £235 this year.
The key costs are promotion cost of £4,660 (Table 1), against a planned/budgeted income of £4,85 (Table 2), detail provided below. Key spend items this year are updating our Banners, and return to our booklet style programme.
Summary total project costs, £24,820 see Table 2.

PROMOTION COSTS – Table 1				
TITLE	NO	COST	VALUE	SUB-TOTAL
Programmes	4000	£1,200	1	£1,200
A 5 Leaflets(see vc)	6000	£300	1	£300
Town Board posters		£60	1	£60
Chronicle		£350	1	£350
ADProfile		£350	1	£350
PLI contribution		£300	0.5	£150
Distribution		£200	1	£200
Expenses (inc GJ plastics)		£900	1	£900
Rlwy Stn Posters		£50	1	£50
A3	1000	£140	1	£140
office space		£840	0.25	£210
A2 Posters		£100	1	£100
TKT GIG leaflets		150	1	£150
BAND top ups		£200	1	£200
Volunteer exp		100	1	£100
FACEBOOK ADS		£100	1	£100
Wristbands +		£100	1	£100
TOTAL				£4,660

SPONSORSHIP AND INCOME – Table 2			
TITLE	VALUE	RATE	TOT
Council Grant			£500
Town Trust			£300
Inclosure Trust			£500
Sponsors/Ads			£1,750
Venue Income	£1,500	1	£1,500
Ticket Gigs income	£295	1	£295
TOTAL			£4,845
SPARE CASH IF ALL OUR MONEY COMES IN.....			£185
SUMMARY TOTAL COSTS			
PROMOTION COSTS			£4,660
BAND COST			£8,660
TOTAL FINANCIAL COSTS			£13,320
VOLUNTEER EFFORT	DAYS	DAY RATE	
	90	£100	£9,000
Hammond McNulty	value in kind		£1,000
AD Profile	value in kind		£1,500
TOTAL COSTS TO PUT ON FESTIVAL			£24,820

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£4660
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	This vital contribution will go towards cost of promoting the festival.
2.4	Any ongoing costs:	Website costs; Hosting; £111.75 Domain Name; £18 Office space; Electric Picture House/office; £840 (Fee contribution made by local benefactor) Insurance; PLI (shared with Unplugged); £300 (half of this cost attributed to CJAB)
2.5	Details of confirmed match funding include source Cash: £1,900 In kind: £9,700	CONFIRMED MATCH FUNDING IN CASH Grant Funds £300 Sponsors £1600 TOTAL £1900 CONFIRMED MATCH FUNDING IN KIND 72 mandays total effort so far; £7,200. Accountancy Support £1000 + Design Consultancy £1500 TOTAL £9,700
2.6	Resources needed:	Various resource includes, creative design, commercial, legal, financial, IT, governance, project management, woodworking/carpentry/transport/storage, purchasing.
2.7	Estimated timescale of project from start to finish:	9 months (September – May).

Part 3: Potential Benefits / Outputs

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

Part 4: Evaluation/Publicity

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

Signature:  Date: 20.1.2022

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



Congleton Town Council

Application for Financial Assistance

Part 1: Applicant(s) and Project Details

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

Part 2: Cost Details / Resources / Timescale

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

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

Part 3: Potential Benefits / Outputs

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

Part 4: Evaluation/Publicity

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


Signature:

3 Feb 2022

Date:

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

Congleton Town Council Application for Financial Assistance
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Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR14/2122
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1.1	<i>Applicant(s):</i>	Claire Addis, Fundraising and Marketing Coordinator
1.2	<i>Representing:</i>	Friends for Leisure
1.3	<i>Email Address:</i>	████████████████████
1.4	<i>Tel No.</i>	██████████
1.5	<i>Project Title:</i>	FFL 'Back to Business' post-covid Congleton Youth Groups
1.6	<i>Project Objectives:</i>	<p>Provide a full range of face-to-face youth group activities for disabled children and young people (aged 5-21) in Congleton post-covid. They will be able to have fun, socialise and build key life skills while feeling more confident and independent amongst old and new friends. At present we only get funding to cover ages 5-17 so this funding will help us provide activities for 18-21 year olds too, free-of-charge. A range of unique and creative activities will be provided at our CYG and 15Up youth groups, reducing this vulnerable target group's risk of social isolation and loneliness. At least 50 children and young people with disabilities from the Congleton area will benefit positively from the project, as well as the same number of parents/carers who get some much needed respite from their caring roles. We will also work with at least a further 8 young non-disabled volunteers who will benefit from supporting our activities, mixing with disabled children and learning new skills whilst participating more actively in their local communities.</p>
1.7	<i>Brief Project Description:</i>	<p>After working tirelessly to stay open and adapt our services so we could support disabled children and their families during the pandemic, we are now trying to get back to some kind of 'normal' again by getting all our youth groups back to permanent face-to-face activities. CYG and 15Up participants will benefit massively from being back to their usual methods of operation out in the community. Activities will continue to be wide-ranging, with sessions like discos and bike rides, picnics and tennis, online safety classes and bingo, arts & crafts and meals out.</p> <p>Our talented Project Worker Central has strong relationships with a large section of the Congleton community, supporting hundreds of disabled children and families over the last decade. Friends for Leisure</p>

		<p>would like to apply for a contribution towards her sessional staffing costs of delivering the two youth groups over 1 year to the 18% of beneficiaries who are aged 18-21 as we go back to full face-to-face operation (1 a week, both groups running on a fortnightly basis on different weeks – 20 sessions a year per group).</p> <p>All activities are planned in conjunction with our young people to ensure what we deliver is exactly what they want.</p>
1.8	Details accounts/budgets	<p>Annual accounts for the period ending 31st March 2021 are attached for the charity as a whole.</p> <p>Project Budget for 20 CYG and 20 15Up youth group activity sessions face-to-face now that covid restrictions are fully over -</p> <ul style="list-style-type: none"> - 260 hours on average per year for Project Worker Central spent on Congleton youth groups - Hourly cost of Project Worker North - £12.63 - £12.63 x 260 hours = £6,567.60 - % beneficiaries aged 18-21 = 18% - 18% of £6,567.60 = £1,182 - Rounding down to £1,000 for this application ask

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£19,000
2.2	Total contribution sought:	£1,000 (or whatever the Council may be able to offer if the full amount is not available)
2.3	What will the money be spent on?	<p>Costs of our Project Worker Central to deliver positive, fun and inclusive activities to disabled young people aged 18-21 living in the Congleton area for which we don't receive funding to support them as they are deemed adults by Cheshire East Council, yet because of their disabilities still require a lot of support. She will lead the two youth groups we provide in Congleton (CYG and 15Up) and ensure that each group enjoys 20 1.5-2 hour sessions a year.</p> <p>Each youth group costs £9,500 per year to run (£19,000 for Congleton area). This includes the costs of activities themselves, venue hire, support staff sessional costs and overheads/management costs. We are only looking for a contribution towards the hourly costs of our Project Worker Central.</p> <ul style="list-style-type: none"> - 260 hours on average per year for Project Worker Central spent on Congleton youth groups - Hourly cost of Project Worker North - £12.63 - £12.63 x 260 hours = £6,567.60 - % beneficiaries aged 18-21 = 18% - 18% of £6,567.60 = £1,182

		<ul style="list-style-type: none"> - Rounding down to £1,000 for this application ask
2.4	Any ongoing costs:	The costs outlined above continue all year round. A majority of costs associated with our 5-17 year olds is covered by Cheshire East Council. Costs such as overheads and management costs are covered by other sources of funding such as Steve Morgan Foundation/DCMS fund. Our volunteers give their support free-of-charge/in-kind.
2.5	Details of confirmed match funding include source Cash: In kind:	Confirmed cash: <ul style="list-style-type: none"> - Cheshire East Council (funding only for disabled children aged 5-17) = £9,792.63 for full year of sessions - Steve Morgan Foundation / DCMS fund = £2,256 - Lee and Bakirgian Family Trust = £300 Total secured - £12,348.63 In-kind donations: <ul style="list-style-type: none"> - The time given by young volunteers helping out at each group (value not specified but usually 1-2 volunteers attend each youth group session to support staff, encourage children and build their confidence whilst making friends) Pending cash applications: <ul style="list-style-type: none"> - Stafford Trust - £1,500 (result by end March 2022) - St. James Place Foundation - £2,500 (result by end March 2022) - Smaller local trust applications - £1,500 total (results between now and end 2022) - This application, Congleton Town Council - £1,000
2.6	Resources needed:	Staff, materials for activities if required, venues, promotional materials.
2.7	Estimated timescale of project from start to finish:	End April 2022 – March 2023

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<i>How will local children and young people with disabilities in Congleton benefit specifically?</i> <ul style="list-style-type: none"> - Having access to wider choice of activities delivered in a safe environment - Making new friends and strengthening existing friendships - Increased levels of confidence and self-esteem - Greater independence - Improved levels of communication - Improved attention and concentration - Improved co-ordination and enhanced memory
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		<ul style="list-style-type: none"> - Reduced feelings of isolation and loneliness - Development of new skills e.g. problem-solving, creative thinking, multi-tasking - Improvement of existing social and life skills e.g. working as a team, sharing etc. - The opportunity to have fun and relax - Increased participation in their local community - Reduced likelihood of staying at home alone <p><i>How will local young volunteers benefit in Congleton?</i></p> <ul style="list-style-type: none"> - Increased participation in their local community - Increased understanding of disability issues and the challenges facing young disabled people - Increased skills through accredited training when joining us as volunteers <p>The lasting benefit is that by bringing local disabled children and young people together to play alongside peers and young volunteers in the Congleton area, they will build genuine and lasting friendships, reducing the likelihood of isolation and loneliness.</p> <p>We will work with up to 16 local disabled young people at each youth group and each session. A maximum of 320 participants will attend each group over a year. (640 across both groups). Some of these will be repeat attendees, others will be new registrations or casual participants. At least 50 disabled children and young people will benefit positively from the groups, as well as the same number of parents/carers, plus approximately 8 young volunteers.</p> <p>Recent feedback from a local family: <i>"FFL helped a very avoidant and introverted young man who was awkward in social situations to have fun, join in activities, learn new skills and make friends which have endured beyond FFL enabling him to meet them in cafes and restaurants, meet for bike rides and join in mainstream society. FFL assisted in the greatest gift of all, the gift of independence."</i></p>
3.2	<i>Are there similar services/projects provided in the area</i>	<p>Other local charities in the area that offer support to disabled people generally include Cheshire Buddies, Ruby's Fund, Space4Autism and Everybody Sport Recreation. Youth charities in the area include Visyon and Cre8. We work in partnership with all these organisations wherever possible, whether that be joint campaigns, combined service delivery, cross-referrals or coordinating services to ensure we are complementing each other or filling gaps in services rather than duplicating them.</p>

		<p>Sadly some local charities closed down during the pandemic, but we are pleased that we were able to stay open throughout 2020 and 2021, supporting local disabled children when they were at heightened risk of intense social isolation and failing mental health.</p> <p>We are different to other services because of our heavy use of volunteers taking part in our nationally recognised volunteering programme as well as strong focus on promoting integration into the community using public spaces rather than away from the general community. We were innovative during the pandemic by creating a whole programme of ‘virtual’ activities and volunteering opportunities.</p>
--	--	---

Part 4: Evaluation

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	<p>For every child, a comprehensive review is undertaken to establish a baseline from which outcomes achieved from our projects will be measured against during regular distance travelled reviews (called Outcome Quizzes – developed in conjunction with disabled children). The data is collected in our bespoke charity database. All users will also be asked for regular feedback through informal chats, online polls and ‘Club Captain’ reps (chosen by children themselves at each youth group) who meet throughout each year to discuss how they are feeling, what is going well and what improvements can be made to what we do on behalf of all the children at FFL.</p> <p>Every activity session will be evaluated by the Project Worker Central on completion. An end of project evaluation will also be written at the end of March 2023 to review the overall impact these activities have had for our disabled children and young people across Congleton. This final evaluation will be written by the Charity Manager in conjunction with our Activity Coordinator and Project Worker Central.</p>
4.2	<i>Describe how you will promote the Town Council in your project</i>	<p>We are eager to promote the Town Council’s involvement with this project as much as possible. We will make a formal announcement and thank you on all social media outlets, on our website, newsletter and in the local press. We will display your logo on our activities flyer sent out termly to all our families (over 250 currently registered on our database). We will also provide you with a Certificate of Appreciation that you can display wherever you wish.</p> <p>Any other suggestions are welcomed and we will facilitate them.</p>



Signature:

Date: 16th February 2022

FRIENDS FOR LEISURE

Annual Report

April 2020 - March 2021

Friends for Leisure - Registered Office
Ground Floor, Albert Chambers
Canal Street, Congleton.
Cheshire CW12 4AA
Tel: 01260 275333

Registered Charity No. 1068991
Registered Company No. 3508369
An Independent Charity

Website: www.friendsforleisure.org.uk

E-mail: info@friendsforleisure.org.uk

Friends for Leisure Aims and Objectives

Disabled children and young people have the same rights to get involved in everyday friendship and leisure activities as other children and young people.

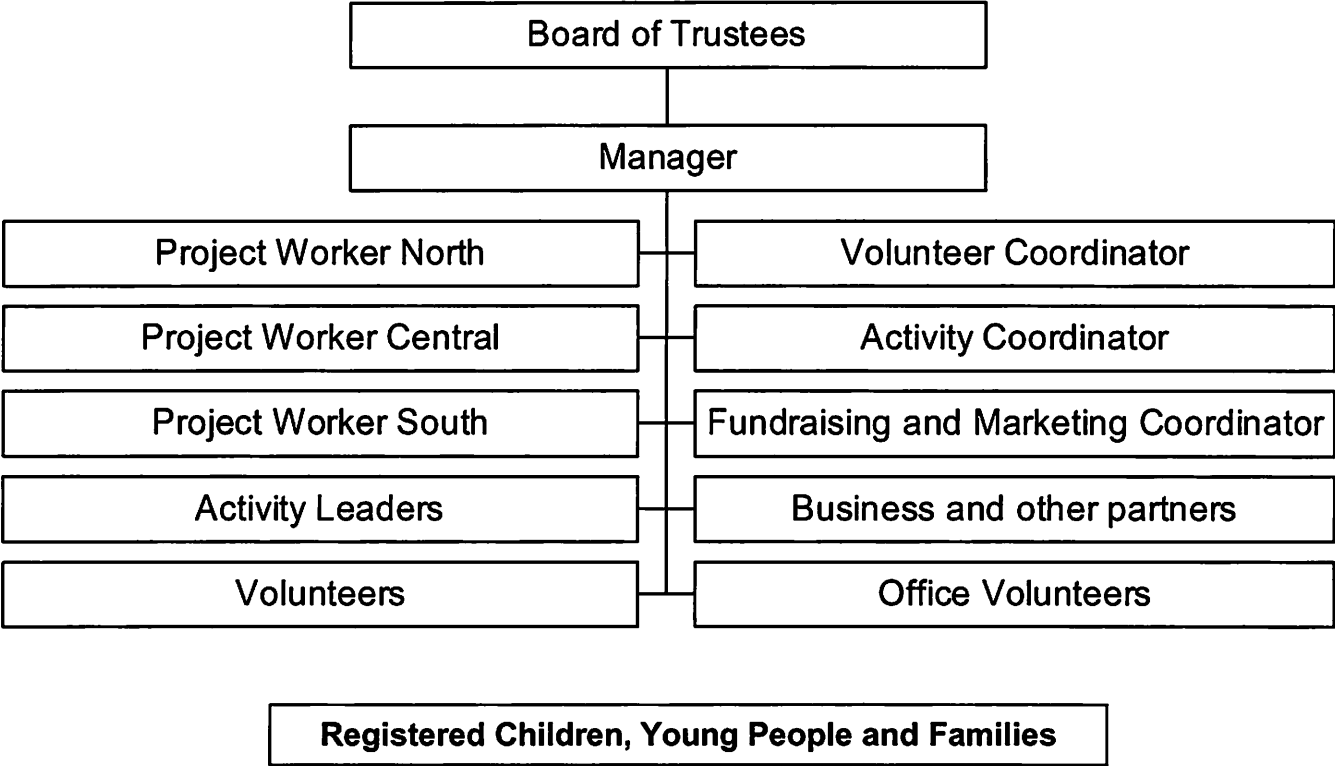
Our Aims

- To establish, promote and develop mainstream leisure and friendship opportunities for children and young people with physical, sensory and learning disabilities aged between five and twenty-one years within Cheshire East.
- To raise awareness about disability issues and the importance of equality and inclusion.

Our Objectives

- To enable disabled children and young people to have access to and participate in everyday leisure activities.
- To create opportunities for disabled children and young people to develop friendships.
- To support young volunteers to develop and maintain positive, supporting friendships with disabled children and young people.
- To provide a flexible and individual service responding to the needs and aspirations of disabled children and young people.
- To consult with disabled children, young people, parents and carers and promote their needs to providers of leisure activities.
- To ensure that our focus is always the leisure needs of the disabled young person.

Friends for Leisure Organisation Chart



The Trustees and Staff at Friends for Leisure April 2019 to March 2020

Trustees

Paul Walker (Chairman)

Mel Stockdale

David Russell

[REDACTED]

Charles Booth

Tim Slater (from 1/12/2020)

Staff & Office Support

[REDACTED]	F/T Manager
M [REDACTED]	P/T Project Worker
I [REDACTED]	P/T Project Worker
[REDACTED]	P/T Project Worker
H [REDACTED] e	F/T Activity Coordinator
[REDACTED] y	F/T Volunteer Coordinator
[REDACTED]	P/T Fundraising & Marketing Coordinator
S [REDACTED]	Activity Leader
[REDACTED]	Activity Leader
[REDACTED]	Activity Leader
[REDACTED]	Activity Leader
T [REDACTED]	Activity Leader
C [REDACTED]	Activity Leader
[REDACTED]	Volunteer Treasurer
C [REDACTED]	Volunteer Office Assistant
Darry Wilson	Volunteer Office Assistant
C [REDACTED]	Volunteer Office assistant

Independent Examiner

[REDACTED] d. (Accountants)

Strategic Information

The trustees are its directors and carry an executive responsibility for the prudent, legal, and ethical running of the charity. Because of these responsibilities, an understanding of the structure and ethos of Friends for Leisure is required. This may be gained by involvement in the day-to-day operations of FFL, attending and observing trustee meetings, understanding the legal requirements and demands placed upon trustees and fully comprehending the underlying ethos of the charity.

Initial and refresher training in charity management is available to new and existing trustees to enable them to gain the necessary skills to perform the task effectively.

Trustees have to be nominated and voted into post at the AGM and a third of trustees must step down each year in rotation and offer themselves for re-election should they wish to do so.

The aim is to strive for a balanced and broad spectrum of skills and experience with representation from all sectors of the charity. Professionally qualified trustees are preferred to cover the financial and legal roles. Although not subject to full audit, annual accounts and reports are professionally reviewed to ensure compliance with Charity Commission guidelines.

Friends for Leisure has a robust recruitment procedure in place whereby all staff and volunteers are subject to an appropriate Disclosure and Barring Service (DBS) check. Unsupervised contact with children and young people is not permitted until the report is received. We also require submission of two references and all trustees, paid staff and volunteers are required to sign the FFL Confidentiality Statement upon joining the organisation.

FFL continues to operate under the Every Child Matters framework and Working Together to Safeguard Children 2018 (a guide to inter-agency working to safeguard and promote the welfare of children).

The trustees of Friends for Leisure are responsible for ensuring that those who benefit from or working with the charity are not harmed in any way through contact with it. Disabled children and young adults may be more vulnerable to abuse and neglect than their non-disabled peers.

Friends for Leisure's safeguarding policies and procedures are designed to promote children's safety and welfare in relation to their contact with the charity. We assess and manage risks, including the following areas:

- Protection of children & vulnerable adults
- Assessment of children and young people
- Planning and assessment of activities
- Photography
- Medication
- Bullying
- Social media
- Physical and emotional abuse
- Neglect
- Child Sexual Exploitation and Child Criminal Exploitation
- Domestic abuse
- Extremism
- Modern slavery

The charity is committed to the inter-agency approach set out in Working Together to Safeguard Children. This statutory guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children

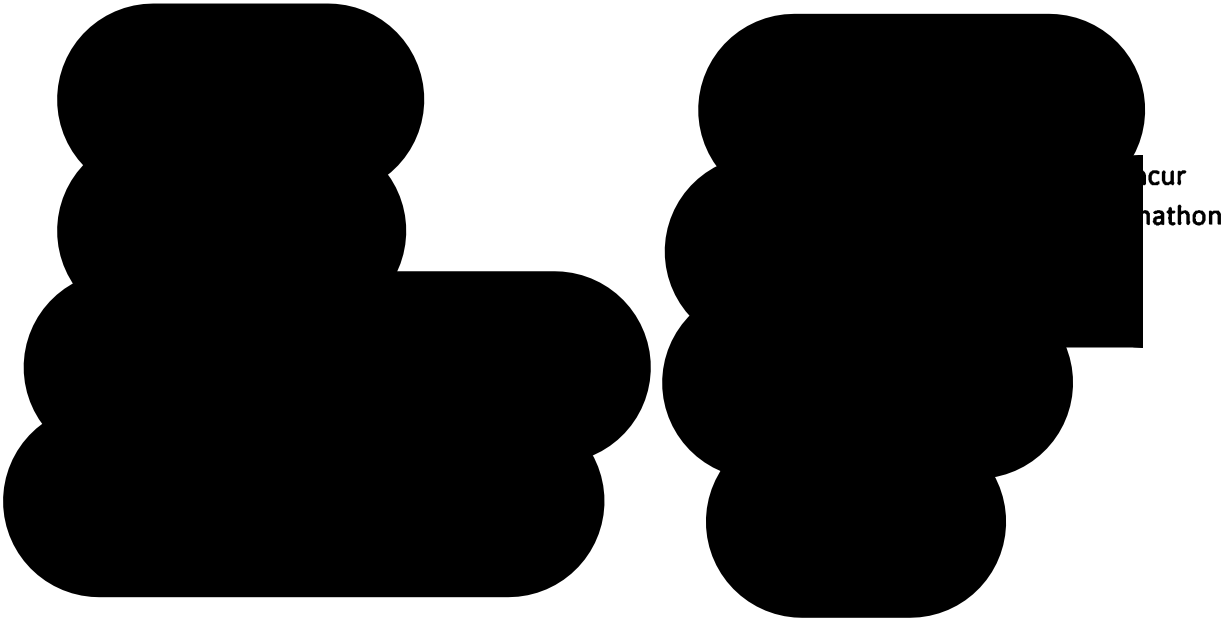
Guidelines produced by the Charity Commission recommend that charities maintain a level of financial reserves and advise that a reserves policy is implemented to explain and justify their agreed reserves level. The trustees have approved a reserves policy. This takes into account the need to cover fluctuations in income, current and longer-term liabilities, committed expenditure and restricted funding. For this purpose, an amount equating to six months' running costs of the charity has been considered to be an appropriate and prudent minimum position and is consistent with similar organisations.

The trustees formally declare that there are no serious incidents (or other matters relating to the charity) that should be brought to the attention of the Charities Commission, that have not been reported.

FFL's strategic direction statement is reviewed on a quarterly basis and is included at Appendix 2 of this report.

Friends for Leisure is extremely grateful to the following individuals and organisations for their generous support during the year.

Thank you also to those people who have undertaken sponsored events, made regular donations by standing order, and those who have Friends for Leisure collection boxes at home.



FRIENDS FOR LEISURE

A COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

COMPANY REGISTERED NUMBER 3508369

REGISTERED CHARITY NUMBER 1068991

THESE ACCOUNTS FORM APPENDIX 1 TO THE FULL ANNUAL REPORT

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
COMPANY INFORMATION**

COMPANY NUMBER 3508369

CHARITY NUMBER 1068991

DIRECTORS

M Stockdale

P Walker



C Booth

T Slater - appointed 1 December 2020

REGISTERED OFFICE

Albert Chambers

Canal Street

Congleton

Cheshire

CW12 4AA

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
TRUSTEES REPORT
FOR THE YEAR ENDED 31ST MARCH 2021**

The directors present their report and the financial statement for the year ended 31st March 2021

After three years developing under the umbrella of Macclesfield District CVS, Friends for Leisure became a company limited by guarantee on 11th February 1998 and a registered charity on 1st April 1998.

PRINCIPAL ACTIVITY

The main focus of Friends for Leisure is to promote opportunities for children and young people with disabilities to enjoy friendships and participate in the mainstream leisure activities of their choice by building links with leisure groups and clubs, so that children and young people are able to become fully involved in these integrated activities with Friends for Leisure support.

DIRECTORS

The directors, who are also the trustees, who served during the year were as follows:

M Stockdale

P Walker

[REDACTED]

[REDACTED]

C Booth

T Slater (appointed 1 December 2020)

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 24/11/2021 and signed on its behalf.

[REDACTED]

Paul Walker
Chair of Trustees

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
CHAIRMAN'S REPORT
FOR THE YEAR ENDED 31ST MARCH 2021**

This year has been a difficult year for Friends for Leisure. All charities, small and large have struggled to survive the pandemic. Many have shed staff as a consequence. We have been lucky to retain all of our very special and loyal team.

We again received funding from Cheshire East Council through both their Short Term Breaks programme, and, as with other funders, a COVID specific grant. Other important sources of income have been received from BBC Children in Need, including help from their Next Steps Programme, The Steve Morgan Foundation, St James's Place Foundation, Cheshire Community Foundation (iWill Fund), the Russell Trust, the Sobell Foundation, the Albert Hunt Trust, the CAF Emergency Fund, the CO-OP Community Fund, the Garfield Weston Foundation, the National Lottery through both their Awards for All scheme and their Community Fund (in partnership with HM Government), the Tesco Community Fund, the Sir Jules Thorn Charitable Trust, Leeds Building Society and The Ecclesiastical Charities Trust.

Prism have continued to give IT support which has been invaluable, and Thrive Creative have been a great help with regard to marketing the charity.


The general financial status of the charity remains steady. Income received totalled £176,507 and expenditure amounted to £164,116. This left the charity with unrestricted reserves of £90,572 thus allowing the charity to maintain running costs in accordance with the policy of the charity of about six months. It has been a remarkable effort to maintain the unrestricted funds at this level during a pandemic. Unrestricted funds are there to enable a charity like ours to cope with emergencies, yet we have emerged from the pandemic in similar financial health to when we entered it.

The total number of new young people registered amounted to 14, with 224 young people registered at the year end. As of year-end there were 47 young people on our waiting list for one-to-one friendships. We maintained 15 friendship links, 4 buddy links and 7 virtual links during the year as well as holding 10 link meetings, of which 3 were face to face and 7 were virtual. There were 19 new volunteers joining us during the year. Some of these numbers are clearly down on last year, directly because of the pandemic. Once it is over, we hope to climb back up to the numbers previously achieved.

The staff were remarkable in their speedy response to the issues and restrictions created by the pandemic. Contact was maintained with all families and activities were created online. Happy packs were sent out to our young people, their families, and our volunteers. This was a huge success. We also held parent/carer information sessions and created a virtual befriending programme.

I am proud to say that the charity became 25 years of age on 29th July 2020. Those who created the charity, and worked for it in the early days were fondly remembered, particularly Barry Wilson, without whom the charity would not exist today. It was unfortunate that the celebrations had to be on Facebook, but Hannah and the rest of the staff organised well attended activity sessions throughout the day, and everyone thoroughly enjoyed our birthday, albeit remotely!

As always, our gratitude should be noted to Gillian and the staff for their efforts during a very difficult year.


Paul Walker
Chair of Trustees
08 July 2021

**INDEPENDENT EXAMINERS REPORT ON THE ACCOUNTS OF
FRIENDS FOR LEISURE
FOR THE YEAR ENDED 31ST MARCH 2021
SET OUT ON PAGES 4 TO 11
CHARITY NUMBER 1068991 COMPANY NUMBER 3508369**

We report to the charity trustees on our examination of the accounts of the company for the year ended 31 March 2021.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees of the company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied ourselves that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, we report in respect of our examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out our examination, we have followed the directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

INDEPENDENT EXAMINERS' STATEMENT

We have completed our examination. We confirm that no material matters have come to our attention which gives me cause to believe that:

accounting records were not kept in accordance with section 386 of the Companies Act 2006; or

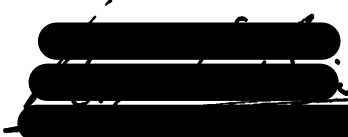
the accounts do not accord with such records; or

the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or

the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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

1 Church Mews
Churchill Way
Macclesfield
Cheshire
SK11 6AY


Kime O'Brien Limited
Chartered Accountants

29 September 2021

FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2021

		2021			2020		
	Notes	Restricted Funds £	Unrestricted Funds £	Total Funds £	Restricted Funds £	Unrestricted Funds £	Total Funds £
Incoming resources							
Donations	3	-	10,047	10,047	-	15,919	15,919
Fundraising	4	-	2,979	2,979	-	5,542	5,542
Provision of service	5	123,898	-	123,898	86,246	-	86,246
Commissioned Income	6	28,673	-	28,673	38,230	-	38,230
Other grants and income	7	3,612	5,074	8,686	-	6,521	6,521
Activity-related income (Subs. etc)		-	955	955	-	9,432	9,432
Interest		-	33	33	-	201	201
Earned income		-	-	-	-	225	225
Gift aid		-	1,236	1,236	-	1,545	1,545
Total incoming resources		156,183	20,324	176,507	124,476	39,385	163,861
Resources expended							
Salaries		102,530	12,854	115,384	85,476	29,026	114,502
Employer National Insurance		3,564	5,255	8,819	914	7,580	8,494
Employer pension contributions	8	1,014	1,107	2,121	-	1,917	1,917
Travel and Subsistence (staff)		299	13	312	2,958	377	3,335
Vol expenditure		884	-	884	3,397	25	3,422
Governance		18	-	18	-	88	88
Training		744	120	864	-	150	150
Recruitment		-	-	-	-	284	284
Activities		2,855	-	2,855	12,418	161	12,579
Emergency Activities (COVID)		2,585	-	2,585	-	-	-
Stationery		174	-	174	228	25	253
Postage		388	5	393	408	254	662
Telecommunication		1,980	-	1,980	1,710	339	2,049
Rent & utilities		7,761	-	7,761	6,649	1,238	7,887
Insurance		1,641	-	1,641	773	850	1,623
Admin.		1,849	-	1,849	1,997	636	2,633
Publicity and Promotion		389	-	389	500	820	1,320
Equipment		1,192	52	1,244	255	60	315
Other expenditure		-	15	15	-	-	-
Parent/Carer information sessions		622	-	622	350	-	350
Total resources expended		130,489	19,421	149,910	118,033	43,830	161,863
Fundraising costs	9	10,482	2,674	13,156	4,879	4,976	9,855
Capital expenditure	10	1,050	-	1,050	-	43	43
Total Costs		142,021	22,095	164,116	122,912	48,849	171,761
Net movement in funds		14,162	(1,771)	12,391	1,564	(9,464)	(7,900)
Total funds brought forward		32,270	92,343	124,613	30,706	101,807	132,513
Total funds carried forward		46,432	90,572	137,004	32,270	92,343	124,613

The notes on page 6 to 11 form part of these financial statements.

FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
COMPANY NUMBER 3508369 (England & Wales)
BALANCE SHEET
AS AT 31ST MARCH 2021

	Notes	2021 £	2020 £
CURRENT ASSETS			
Bank accounts: Deposit account		29,144	29,110
Current account		107,475	123,271
Debtors	11	385	11
		<u>137,004</u>	<u>152,392</u>
CREDITORS: amounts falling due within one year	12	-	(27,779)
		<u>137,004</u>	<u>124,613</u>
REPRESENTED BY:			
Restricted funds			
Albert Hunt Trust		860	-
BBC Children in Need		2,016	2,668
BBC Children in Need Next Steps		216	-
British Science Association		82	82
C4C		166	-
Cheshire Community Foundation iWill Fund		233	3,619
Cheshire Community Foundation Main Grant		3,581	-
Cheshire East Council Early Help Grant		-	(2,207)
Cheshire East Council COVID-19 Response & Recovery Grant		834	-
Cheshire Police Safer Communities		224	372
Commissioned Cheshire East		8,897	1,009
Congleton Town Trust		500	-
COOP Community Fund		4,715	2,204
Crewe Town Council		769	2,275
CRH Charitable Trust		-	11,250
Felicity Wilde Charitable Trust		-	419
Garfield Weston Foundation Fund		10,577	-
John Swire 1989 Charitable Trust		-	880
Macclesfield Town Council		-	6
Morrisons Foundation		116	-
MOTO in the Community		674	1,169
National Lottery Awards 4 All		1,357	-
National Lottery Community Fund		394	-
New Homes Bonus		-	713
Rotary Club of Wilmslow Dean		295	-
Sobell Foundation		3,894	3,607
Steve Morgan Foundation		1,745	806
Tesco Community Fund		1,006	-
The Russell Trust		2,408	493
True Colours Trust		273	2,905
William Dean Trust		600	-
	13	<u>46,432</u>	<u>32,270</u>
General Funds	14	<u>90,572</u>	<u>92,343</u>
		<u>137,004</u>	<u>124,613</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under the provision of Section 477 of the Companies Act 2006. The members have not required the company, under Section 476 of the Companies Act 2006, to obtain an audit for the year ended 31st March 2021. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime.

M Stockdale
Director
Approved by the Board on 25/11/2021

The notes on page 6 to 11 form part of these financial statement.

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

1 ACCOUNTING POLICIES

Basis of Preparation of Financial Statements

The accounts have been prepared under the historic cost convention and in accordance with FRS102. The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Company Status

The charity is a company limited by guarantee. If the charity is dissolved the trustees/members must contribute such sum (not exceeding £10 each) as may be demanded of them towards payment of the debts and liabilities of the charity.

Fund Accounting

Unrestricted Funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated Funds are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects. Any amounts not utilised are carried forward where the specific purpose or project remains part of the charity's objectives.

Restricted Funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

Resources Expended

Resources expended are allocated to the particular activities to which they relate. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

Tangible Fixed Assets and Depreciation

The trustees have reviewed the company's fixed asset capitalisation and depreciation policies. Assets such as office equipment are not considered to have any realisable value and the capitalisation thereof only serves to overstate the funds available for the beneficiaries of Friends For Leisure.

Accordingly, these assets have been written off in the year of acquisition.

Taxation

The company is exempt from any corporation tax liability due to its charitable status.

2 EMPLOYEES

	2021 Number	2020 Number
Average number of persons employed by the company	<u>13</u>	<u>13</u>

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

3 DONATIONS

Donations and legacies received during the year include those from the following:

APEM Limited	Macclesfield College
Mr I Bradley	Mr W Sequiera
Mr M Dwire	Mr R Shaw
In memory of the late Norah Farrington	Miss G Stockdale
Miss E Fry	Unite Union
Mr Mrs MJ Henderson	West Park Drive COOP
Mrs JF Jenkins	Mr J Wilde
Mr C Jones	Mr PB Wilson
Mrs L Kershaw	Youth in Action

4 FUNDRAISING

	2021	2020
	£	£
Includes the following events:		
Handforth Dean Christmas Carols	-	463
Congleton Music Festival	-	337
Congleton Rotary Swimathon	234	-
Sales of donated items	166	148
Waitrose	667	730
Charity Stalls	-	416
Money Boxes	34	251
Congleton Santa Float	-	300
Wilmslow Swimathon	-	527
Tour de France Challenge	-	2,088
2.6 Challenge	1,797	-
Others	81	282
	<u>2,979</u>	<u>5,542</u>
Less fundraising costs	<u>(13,156)</u>	<u>(9,855)</u>
	<u><u>(10,177)</u></u>	<u><u>(4,313)</u></u>

Fundraising costs includes the costs associated with applying for income beyond the fundraising income noted above, such as grant applications.

FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

5 PROVISION OF SERVICE	2021	2020
	£	£
Includes the following:-		
Albert Hunt Trust	2,000	-
BBC Children in Need	18,324	19,893
BBC Children in Need Next Steps	5,261	-
C4C	300	-
CAF Emergency Fund	995	-
Cheshire Community Foundation COVID Grant	6,048	-
Cheshire Community Foundation iWill Fund	-	5,000
Cheshire Community Foundation Main Grants	7,538	-
CCF/DCMS Community Match Challenge	1,400	-
Cheshire East Council COVID-19 Response & Recovery Grant	1,000	-
Cheshire East Council Early Help Grant	2,707	-
Cheshire East Council New Homes Bonus	-	10,331
Cheshire Police Safer Communities Fund	-	886
Congleton Town Council	264	230
Congleton Town Trust	1,000	-
Co-op Community Fund	2,565	2,307
Crewe Town Council	-	2,350
CRH Charitable Trust	-	15,000
Felicity Wilde Charitable Trust	-	1,000
Garfield Weston Foundation	20,000	-
John Swire 1989 Charitable Foundation	-	5,000
Leeds Building Society Charitable Foundation	-	490
Localgiving and Postcode Community Trust	-	500
Morrisons Foundation	600	-
MOTO in Community Trust	-	2,500
National Lottery Awards 4 All	7,250	-
National Lottery Community Fund	4,875	-
Rotary Club of Wilmslow Dean	295	-
Sobell Foundation	5,000	5,000
St James's Place Foundation	2,500	-
Steve Morgan Foundation	5,527	6,559
Steve Morgan Foundation COVID Emergency Fund	7,436	-
SMF/DCMS Community Match Challenge	17,247	-
Tesco Community Fund	1,166	-
The Russell Trust	2,000	4,000
True Colours Trust	-	5,000
Warburtons Community Grant	-	200
William Dean Trust	600	-
	<u>123,898</u>	<u>86,246</u>
6 COMMISSIONED INCOME	2021	2020
	£	£
Cheshire East Council - Short Breaks for Disabled Children	28,673	38,230
	<u>28,673</u>	<u>38,230</u>
7 OTHER GRANTS AND OTHER INCOME	2021	2020
	£	£
Cheshire Community Foundation President's Award	0	1,200
Congleton Young Peoples Trust Ltd	0	200
Ecclesiastical Charities Trust	1,000	0
HMRC Job Retention Grant	3,612	0
Lee Bakirgian Family Trust	300	0
Leeds Building Society	1,000	0
Marketing & Publicity	324	121
Martyn Bracegirdle Charitable Foundation	500	0
Pennycress Trust	300	0
Royal London Community Matters Fund	0	5,000
Sir Jules Thorn Charitable Trust	1,250	0
Warburtons COVID Grant	400	0
	<u>8,686</u>	<u>6,521</u>

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

8 WORKPLACE PENSION

A workplace pension is provided through the SALVUS Master Trust.

9 Fundraising Cost	2021	2020
	£	£
Marketing and fundraising coordinator	12,628	9,548
Fundraising Expenses	<u>528</u>	<u>307</u>
	<u><u>13,156</u></u>	<u><u>9,855</u></u>

10 Capital Expenditure	2021	2020
	£	£
Website Development	<u>1,050</u>	<u>43</u>
	<u><u>1,050</u></u>	<u><u>43</u></u>

11 Debtors	2021	2020
	£	£
Prepayments and accrued income	<u>385</u>	<u>11</u>

12 Creditors	2021	2020
	£	£
Pension Fund	-	529
Accruals and deferred income	<u>-</u>	<u>27,250</u>
	<u><u>-</u></u>	<u><u>27,779</u></u>

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

13 Movements of Major Funds	At 01/04/20	Incoming	Outgoing	At 31/03/21
	£	resources	resources	£
		£	£	
Albert Hunt Trust	-	2,000	(1,140)	860
BBC Children in Need	2,668	18,324	(18,976)	2,016
BBC Children in Need Next Steps	-	5,261	(5,045)	216
British Science Association	82	-	-	82
C4C	-	300	(134)	166
CAF Emergency Fund	-	995	(995)	-
Cheshire Community Foundation COVID Grant	-	6,048	(6,048)	-
Cheshire Community Foundation #i Will Fund	3,619	-	(3,386)	233
Cheshire Community Foundation Main Grants	-	7,538	(3,957)	3,581
CCF/DCMS Community Match Challenge	-	1,400	(1,400)	-
CEC COVID Response & Recovery Grant	-	1,000	(166)	834
Cheshire East Council Early Help Grant	(2,207)	2,707	(500)	-
Cheshire East Council New Homes Bonus	713	-	(713)	-
Cheshire Police Safer Communities Fund	372	-	(148)	224
Commissioned Cheshire East	1,009	28,673	(20,785)	8,897
Congleton Town Council	-	264	(264)	-
Congleton Town Trust	-	1,000	(500)	500
COOP Community Fund	2,204	2,565	(54)	4,715
Crewe Town Council	2,275	-	(1,506)	769
CRH Charitable Trust	11,250	-	(11,250)	-
Felicity Wilde Charitable Trust	419	-	(419)	-
Garfield Weston Foundation	-	20,000	(9,423)	10,577
HMRC Job Retention Grant	-	3,612	(3,612)	-
John Swire 1989 Charitable Foundation	880	-	(880)	-
Macclesfield Town Council	6	-	(6)	-
Morrisons Foundation	-	600	(484)	116
MOTO in Community Trust	1,169	-	(495)	674
National Lottery Awards 4 All	-	7,250	(5,893)	1,357
National Lottery Community Fund	-	4,875	(4,481)	394
Rotary Club of Wilmslow Dean	-	295	-	295
Sobell Foundation	3,607	5,000	(4,713)	3,894
St James's Place Foundation	-	2,500	(2,500)	-
Steve Morgan Foundation	806	5,527	(4,588)	1,745
Steve Morgan Foundation COVID Emergency Fund	-	7,436	(7,436)	-
SMF/DCMS Community Match Challenge	-	17,247	(17,247)	-
Tesco Community Fund	-	1,166	(160)	1,006
The Russell Trust	493	2,000	(85)	2,408
True Colours Trust	2,905	-	(2,632)	273
William Dean Trust	-	600	-	600
Total restricted funds	32,270	156,183	(142,021)	46,432
Unrestricted	92,343	20,324	(22,095)	90,572
Total Funds	124,613	176,507	(164,116)	137,004

FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

14 GENERAL FUNDS AND RESERVES POLICY

In line with Charities Commission guidelines, the Friends for Leisure Trustees feel it prudent to keep a level of reserve for the charity.

	2021	2020
	£	£
General funds show a surplus	<u>90,572</u>	<u>92,343</u>
	2021	2020
	£	£
Funding Requirement:		
To cover shortfall		
6 months running costs, in event of closing down the charity	<u>85,000</u>	<u>85,000</u>

15 LIMITED LIABILITY AND GUARANTORS

The liability of the members is limited to a guarantee to contribute a maximum of £10 each in the event of the company becoming insolvent.

16 COMMITMENTS AND LEASES

On 1 September 2019 the Charity entered into a lease agreement for office accommodation. The lease will expire on 31 July 2024 and the Charity has the benefit of a break clause, where the lease can be terminated in 1 August 2022. Notice to terminate the lease must be given no later than 31 January 2022. The annual rent is £6,500.

17 OTHER INFORMATION

Friends for Leisure is a private company limited by guarantee and incorporated in England.
 Its registered office is:
 Albert Chambers
 Canal Street
 Congleton
 Cheshire
 CW12 4AA

**FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2020 - 2021**

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2021
SERVICE PROVISION	Ensure that service provision is reviewed regularly.	P1. Maintain equitable spread of service provision across the borough, responding to identified local need.	Trustees & manager	Equitable and appropriate service offer to all registered young people.	<p>All delivery virtual from March 2020.</p> <p>Some face-to-face group activities resumed from the beginning of September when COVID guidance allowed. Virtual sessions continued.</p> <p>The 25th anniversary day on 29th July was given over to on-line activities.</p>
PARTNERSHIP WORKING	<p>Continue to build and develop alliances with relevant organisations across the borough.</p> <p>Build relationships with the business community</p>	<p>P2. Identify relevant opportunities for collaborative working; including VCFS organisations and leisure providers.</p> <p>P2. Promote FFL within the business community to:</p> <ul style="list-style-type: none"> • secure funding • recruit apprentice volunteers • connect skills and expertise 	All staff and trustees	FFL working with other relevant agencies from all sectors.	<p>Virtual sessions have been delivered by existing and new partner providers.</p> <p>We have continued to maintain a relationship with Franklyn Financial Management.</p> <p>We were unable to develop our relationship with MOTO Services in Knutsford due to lockdown, but we hope to revive this when restrictions are lifted.</p>
RESOURCES	<p>Ensure that physical and human resources are in place.</p> <p>Ensure that numbers and skills of staff are maximised to provide the service.</p>	<p>P1. Continuous review of office equipment and other physical resources to enable staff team to carry out their duties.</p> <p>P1. Maintain the correct balance of skills within the team to enable professional service provision.</p>	Manager and trustees	FFL service is sustainable and professional.	<p>Staff worked from home to comply with COVID safety guidance, using Splashtop Business.</p> <p>No staff changes during this year.</p> <p>On-line staff training has been undertaken.</p>

**FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2020 - 2021**

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2021
FINANCES & FUNDING	<p>Ensure that adequate and sustainable funds are in place, in terms of:</p> <ul style="list-style-type: none"> • current funding meeting immediate needs • being fully aware of funders' requirements and conditions 	<p>P1. Undertake rigorous research of funders' individual priorities and changing conditions to inform future applications.</p> <p>P1. Improve knowledge of national and local information to prepare for applications.</p>	Trustees, manager and fundraising coordinator	<p>Secure financial future of the charity.</p> <p>Medium- and longer-term funding plans are in place.</p>	<p>Funders included Sir Jules Thorn Foundation, Albert Hunt Trust, Cheshire East Council, Congleton Town Council, Steve Morgan Foundation, BBC Children in Need, National Lottery Community Fund, DCMS, St. James's Place Foundation, Russell Trust and TESCO.</p> <p>Trustees regularly updated on fundraising..</p> <p>Contact has been maintained with funders during the year and funding reports have been submitted.</p> <p>We have been commissioned by Cheshire East Council to deliver Short Breaks from 1/8/21 for 3 years.</p>
OUTCOMES	<p>Ensure that YP are given positive social opportunities for fun and friendship.</p> <p>Support families to help their children achieve their potential.</p>	<p>P1. Define baselines, outputs and outcomes</p> <p>P1. Review and refresh evaluation systems to demonstrate impact for YP, volunteers and families.</p> <p>Ensure that outcomes reflect:</p> <ul style="list-style-type: none"> • Ethos of FFL • Requirements of funders • CEC young people's plan and national priorities. 	<p>All staff.</p> <p>Involve parents, children and other relevant agencies.</p>	<p>YP and families report improved outcomes.</p> <p>Staff fully aware of evaluation process.</p> <p>Funders satisfied with evidence provided.</p>	<p>During lockdown 1100 happy packs were sent out to young people, volunteers, and parents/carers.</p> <p>Project workers have been undertaking reviews with families and it has become apparent that many people have struggled with mental ill-health. Safeguarding issues have also been reported.</p> <p>An on-line survey was set up to measure the impact of services during lockdown. The feedback has been very positive.</p>

**FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2020 - 2021**

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2021
PARTICIPATION OF SERVICE USERS	Ensure that children & YP participate in the strategic and operational planning, development and monitoring of services	P1. Ensure that: <ul style="list-style-type: none"> Parents/carers are represented on the board of trustees Families are kept informed of changes within the organisation Designated trustee works with staff team to identify good practice 	Chair of trustees All staff and trustees Designated trustee	YP and families are participating in the strategic planning and implementation of FFL's services.	Young people have been asked to suggest activities – both virtual and face-to-face. Contact has been made with all volunteers and families during lockdown. We have been surprised to discover how many families do not respond to e-mails, so, where necessary, contact has been made by telephone or post.
INFORMATION AND ADVICE	Promote information and advice that is accessible and appropriate. Signpost/refer families to other appropriate services.	P2. Make sure that information held by FFL is up-to-date. P2. Review the means by which families are kept informed.	All Manager and marketing co-ord.	Robust system of relevant and current information and guidance.	Information about relevant services has been included in all Happy Packs. We have also signposted families to appropriate counselling services where appropriate.
AWARENESS	Develop training services to improve awareness of disability issues and promote inclusion.	P1. Establish links with schools and colleges to promote the sale of training services. P2. Support leisure and play providers to promote integration and inclusion.	Manager, Activity co-ordinator & designated trustee.	Using education to: promote integration; challenge physical and attitudinal barriers to inclusion; celebrate diversity;	Schools and colleges have not allowed visitors.

**FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2020 - 2021**

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2021
TRAINING	Ensure that staff, volunteers and trustees are trained appropriately.	<p>P2. All staff to identify relevant training needs.</p> <p>P2. Trustees to access relevant training and development opportunities</p> <p>P2. Volunteer training programme is maintained.</p>	<p>Manager & staff</p> <p>Trustees</p> <p>Volunteer co-ord.</p>	<p>All staff, volunteers and trustees are competent and confident in their roles.</p>	<p>Staff have undertaken on-line training in:</p> <ul style="list-style-type: none"> • safeguarding, • volunteer management and leadership, • digital safeguarding, • positions of trust, • county criminal exploitation, • sexual imagery. <p>Safeguarding training has been provided for volunteers via the Cheshire East on-line Learning Lounge.</p>
VOLUNTEERS	Ensure that volunteers are recruited, trained, mentored, supported and valued.	<p>P1. Demonstrate the impact of volunteering on:</p> <ul style="list-style-type: none"> • Volunteers • FFL 	<p>Manager and Volunteer Co-ord.</p>	<p>Volunteers are retained and valued Evaluation will inform future funding bids and demonstrate positive outcomes to funders.</p>	<p>Volunteer recruitment was virtual, with Lizzie taking part in Zoom sessions. Charles and Lizzie developed a range of videos for this.</p> <p>Many school and college students had to concentrate on their education because of COVID restrictions.</p> <p>A virtual befriending scheme was piloted, where volunteers do not have to live in the same area as the young people. Facebook adverts were used to seek applications. Interviews, inductions, and training were held via Zoom.</p>

**FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2020 - 2021**

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2021
MARKETING & PUBLIC RELATIONS	<p>Ensure that FFL is promoted positively at a strategic and local level.</p> <p>Make better use of social media.</p>	<p>P1. Promote FFL in a positive way across the borough.</p> <p>P1. Each trustee to develop a marketing/PR strategy to promote the charity</p> <p>P1. All staff to seek out and attend relevant networking/PR opportunities</p>	Trustees and staff	FFL is recognised across Cheshire East by all relevant stakeholders	<p>Closed Facebook pages for young people and parents/carers used extensively during this year.</p> <p>There were few opportunities to promote the charity because of COVID restrictions.</p>
SAFEGUARDING	Ensure that culture, policies, procedures and practice have a clear focus on effective safeguarding.	<p>P1. Regular reviews of activities, risk assessments, policy and procedures.</p> <p>P1. Ensure that providers comply with FFL policy.</p> <p>P1. Ensure that staff, volunteers and trustees are adequately trained and have up-to-date guidance relating to safeguarding.</p> <p>P1. Maintain relevant professional links and networks to ensure that FFL stays up-to-date with national and local safeguarding policy.</p>	<p>All staff & trustees</p> <p>Manager</p>	<p>Parents/carers are confident in FFL's ability to keep their child safe.</p>	<p>The activity risk assessment policy has been revised.</p> <p>As we have resumed face-to-face sessions, COVID-safety risk assessments have been carried out; especially in relation to office working and activity venues.</p>

**FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2020 - 2021**

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2021
RISK MANAGEMENT	Ensure that a process is in place to identify monitor and manage potential risks in order to minimize the negative impact they may have on FFL.	<p>P1. Draw up a risk register and consult with staff and trustees on content.</p> <p>P1. Ensure that the risk register is a working document.</p>	<p>Manager</p> <p>All staff & trustees</p>	FFL can identify which risks pose the biggest threat and there are guidelines for handling them.	The risk register is a working document and is reviewed regularly.
COVID-19 RESPONSE	<p>Ensure that the charity's response complies with all Government guidance and that the safety of young people, volunteers and staff is considered.</p> <p>Ensure that funds are secured to enable continuity of service – in whatever format is appropriate.</p>	<p>P1. Involve staff and trustees in the return to work risk assessment. Ensure that it is incorporated into all working practices.</p> <p>P1. Adapt working practices in areas where face-to-face delivery is no longer possible/practicable.</p> <p>P1. Research all potential funding sources.</p>	<p>Manager, trustees and staff</p> <p>Manager and staff</p> <p>Fundraising coordinator and trustees.</p>		<p>The COVID return-to-work risk assessment is reviewed regularly with the trustees and staff team.</p> <p>Virtual delivery has continued in order to maintain COVID-safety.</p> <p>As we have resumed face-to-face sessions, COVID-safety risk assessments have been carried out, especially in relation to venues.</p> <p>Trustees were tasked with researching funding opportunities, including corporate sponsorship.</p> <p>Claire applied for funds to cover salaries and core costs. This protected unrestricted reserves.</p> <p>Staff meetings and trustee meetings continue to be held via Zoom.</p>



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR15/2122
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1.1	Applicant(s):	MR RICHARD WALTON
1.2	Representing:	CONGLETON PRIDE
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	CONGLETON PRIDE - 'MAIN EVENT' SAT 23RD JULY, 2022.
1.6	Project Objectives:	CONGLETON PRIDE WAS SET UP TO PROMOTE EQUALITY, INCLUSIVITY & DIVERSITY FOR THE PUBLIC'S BENEFIT, AS WELL AS PROMOTING THE ELIMINATION OF DISCRIMINATION WITH REGARDS TO SEXUAL ORIENTATION & GENDER IDENTITY
1.7	Brief Project Description:	CENTRAL TO THIS IS THE HOLDING OF AN ANNUAL FESTIVAL IN CONGLETON TOWN CENTRE. THIS INVOLVES STREET ENTERTAINMENT ALL DAY, IN A VARIOUS OF FORMATS IT IS IN THIS REGARD WE SEEK YOUR ASSISTANCE
1.8	Details accounts/budgets	LAST YEAR, AS SHOWN BY THE ACCOUNTS ENCLOSED THE TOTAL EVENT COST £6323 TO RUN. OF THAT, £2500 WAS ARTIST FEES. THIS YEAR WOULD LIKE TO IMPROVE THE VARIETY & QUALITY OF ARTISTS & PLAN TO SPEND £2500 TO THE BENEFIT OF OUR RESIDENTS

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£2500
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	BOOKING A DIVERSE RANGE OF 'FAMILY FRIENDLY' ARTISTS TO PERFORM ON OUR MAIN STAGE TO ENTERTAIN THE PEOPLE OF CONGLETON FREE OF CHARGE. THEIR DIVERSITY & CALIBRE WILL ALSO DRAW MORE PEOPLE INTO OUR TOWN FROM AREAS OUTSIDE CONGLETON TO THE BENEFIT OF ALL.

2.4	Any ongoing costs:	NONE
2.5	Details of confirmed match funding include source Cash: In kind:	NONE. WE DO HOLD A CASH RESERVE OF £2.5 K WE WOULD USE TO UNDERWRITE THE EVENT IN CASE OF ANY SHORTFALL IN SPONSORSHIP / FUNDRAISING. THE EVENT IS GUARANTEED TO PROCEED BEARING 'ACTS OF GOD'
2.6	Resources needed:	NONE FROM CTC, THOUGH WE WOULD WELCOME OUR EVENTS FEATURING ON/OUR SOCIAL MEDIA / ADVERTISING.
2.7	Estimated timescale of project from start to finish:	PROJECT COMPLETE ON 23RD JULY 2022.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	BESIDES THE OBVIOUS BENEFIT OF PLACING OUR RESIDENTS A FREE FAMILY DAY OUT, THE EVENT IS DESIGNED TO PROMOTE INTEGRATION, SHOWING WHAT THE LGBTQ+ COMMUNITY IS ALL ABOUT, HEREABOUTS HOPING TO STOP ANY PREJUDICE.
3.2	Are there similar services/projects provided in the area	ALSAGER, SANDBACH & MACCLESFIELD ALL HOLD ANNUAL PRIDE EVENTS, BUT I BELIEVE OURS WILL BE THE BIGGEST & MOST DIVERSE BY SOME MEASURE

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	THERE IS NO TRUE MEASURE, BUT VISITOR FEEDBACK WOULD BE AN EXCELLEN GUIDE. SO WOULD LACK OF NEGATIVE 'INCIDENTS' RELATED TO THE EVENT
4.2	Describe how you will promote the Town Council in your project	CTC WOULD BE LISTED AS A SPONSOR ON ALL OUR BANNERS & SOCIAL MEDIA FEED, MAIL SHOTS & ON ANY MEDIA OUTPUT

Signature: _____

24/2/2022

Date: _____

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

£2,890.78

Congleton Town Council

Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR16/2122
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1.1	Applicant(s):	Bryony Milbourne – Centre Manager
1.2	Representing:	Mossley Old School Trust Mossley Old School Community Centre Leek Road, Mossley, Congleton, Cheshire CW12 3HX
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	Kitchen Refurbishment
1.6	Project Objectives:	To renovate the kitchen of the Community Centre to create a more modern, practical, safe and energy efficient environment for all Users. (Please see Section 3.1 for User outline).
1.7	Brief Project Description:	<p>The project will include the following steps:</p> <ul style="list-style-type: none"> • Take out current kitchen. • Replace ceiling tiles with plaster board and install energy efficient LED lights. • Skim and plaster walls. • Strip and treat damp window surround stone walls. • Redesign kitchen. • Move any utility points as required such as electrical sockets. • Refit kitchen including all cupboards, work tops and appliances. • Re-do floor (taking into account any Asbestos factors).
1.8	Details accounts/budgets	2020/21 accounts enclosed.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approx £15,000 <i>3 quotes have been gathered and are available on request.</i>
2.2	Total contribution sought:	£1,000 or any amount gratefully received.
2.3	What will the money be spent on?	As a contribution to the total project. (Please see Section 1.7 for project description).
2.4	Any ongoing costs:	No.
2.5	Details of confirmed match funding include source Cash: In kind:	Mossley Old School Trust is aiming to fund 50% of the project cost from its own reserves and apply for grant funding for the remaining 50%.
2.6	Resources needed:	Mossley Old School Trust aims to find one contractor who can manage

		all aspects of the project including building work, kitchen design, fitting and project management.
2.7	<i>Estimated timescale of project from start to finish:</i>	Approx 2 months, dependant on contractor timescales and working around Users on site to minimise disruption.

Part 3: Potential Benefits / Outputs

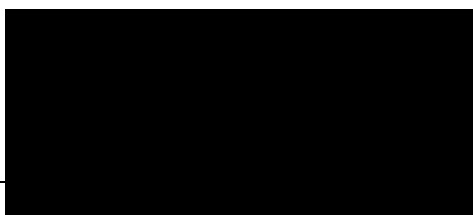
3.1	<i>What are the potential benefits/outputs to residents of Congleton</i>	<p>Mossley Old School Trust was set up in 1999 to preserve Mossley Old School building as a Community Centre serving the local area of Mossley and also the wider area of Congleton. It was previously (and still is) the home of 1st Mossley Scout Group which caters for Beavers, Cubs and Scouts. It is also used by additional regular groups such as a Dance School, Before and After School and Holiday Club, Keep Fit, Karate, Pilates and various U3A classes, so is a very popular venue for a wide demographic. In addition to this Casual Users such as children's parties and training sessions also book.</p> <p>Based on a 7am-9pm potential usage Mossley Old School Community Centre has a 67% usage through the week and 36% weekend usage (increasing to 50% when a party is booked approximately monthly). This is made currently made up of around 16 different groups/classes and around 450 total Congleton based Users within these groups.</p> <p>The Trust obtained a 15 year mortgage from Charity Bank to purchase the building from the Diocese of Chester at a favourable price with a covenant that it is to be used for educational purposes. The mortgage was fully paid in 2021 so the building is now owned by the Trust. The Trust hires out the building to the Users and has always endeavoured to fix the charges to allow for the running costs of an old Victorian building plus extra to build up funds for larger maintenance projects. However after surviving partial closure during Covid and in the current economic climate with utility charges expected to significantly increase, the Trustees are concerned that to increase the hire charges too much could cause problems for some of the User groups.</p> <p>In addition, to attract and retain Users the building needs to be fit for purpose and inviting but the kitchen is in dire need of updating as it has not been upgraded since 1999 so shows considerable signs of wear and tear.</p> <p>The Trust will allocate some of its reserves to the kitchen refurbishment but is conscious of the need to keep some reserves back for utility charges, general maintenance and for the possibility of losing income from a major user. To this end the Trust is requesting financial help from the Town Council and</p>
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		<p>other local grant awarding bodies to support this valuable community asset.</p> <p>The key benefits will be:</p> <ul style="list-style-type: none"> • Creating a more practical, updated and user friendly kitchen. • Increasing the energy efficiency with up to date lighting and appliances. • Increasing the safety of all Users by reducing sharp edges on cupboard doors etc. • Bringing the kitchen in line with the rest of the building and other similar venues to ensure we can continue to obtain and retain Users. • Provide a more effective space for young children to learn cookery skills during scouts and holiday clubs etc. • Allow the Before and After School Club to offer a wider variety of food and increase shelf lives with the installation of a larger fridge and introduction of a freezer. <p><i>Current kitchen photos enclosed showing some highlighted problem areas.</i></p>
3.2	<i>Are there similar services/projects provided in the area</i>	<p>Mossley has a population of approx 11,000 which is around one third of the total population of Congleton at around 27,000.</p> <p>Within Mossley there is Mossley Old School Community Centre plus Mossley Village Hall and the Chappell Centre (both located across the road). Each offer different advantages and as our particular USPs we are pleased to offer two large halls and yard space. This makes us particularly useful for large groups or parties which require sub areas and child led groups that need external space.</p> <p>The different facilities each venue offers attract different Users and, due to the large population in the area, ensures they all receive extensive usage. As such we work well as a local hub.</p> <p>There are no other venues in the Mossley area of Congleton. Additional similar local venues which have large open space and kitchen facilities include:</p> <ul style="list-style-type: none"> • Ruby's Fund 1.3 miles • Masonic Hall 1.6 miles • St John's Community Centre 2 miles • St Mary's Parish Centre 2.2. miles • Astbury Village Hall 2.3 miles <p>Our kitchen is considered below standard when compared.</p>

Part 4: Evaluation

4.1	<i>How will the project be evaluated?</i>	<p>The Trustees, alongside the Centre Manager, will evaluate the project success. This will be through the following main factors:</p> <ul style="list-style-type: none"> • A project team has been set up including key Users and Trustees to ensure full inclusion and that they are satisfied. • A list of kitchen requirements has been drawn up with full consultation with Trustees, Centre Manager and Users. Also taking into account comments from kitchen design experts. It can be re-visited throughout and after the project to ensure the planned needs have been met. • A questionnaire will be sent to all Users before the project to determine kitchen feature ratings and the same will be sent to them after the project to ensure ratings have increased. • Pictures will be taken before and after for a visual comparison.
4.2	<i>Describe how you will promote the Town Council in your project.</i>	<p>Promotion will be in two forms – during and post project:</p> <p>During:</p> <ul style="list-style-type: none"> • Promote the project through information emails to all Users. • Ask Users to disseminate project information through to all their attendees (approx 450 in total) and via their own media channels. • Post step by step updates on our Facebook page throughout the project mentioning the grant allocation details each time with thanks. • Place posters on noticeboards within the Community Centre for visitors and Users to view. <p>Post Project:</p> <ul style="list-style-type: none"> • Send an article to Congleton Hub Facebook page and the Congleton Chronicle. • Invite the Mayor to the re-opening ceremony.

Signature:



Date: 07.03.22





3

**Mossley Old School Trust
Trustees' Report and Accounts
for the Year ended 31 July 2021**

Mossley Old School Trust
Trustees' report for the Year ended 31 July 2021

The Trustees present herewith their report and financial statements for the year ended 31 July 2021

Reference and Administrative information

Name:	Mossley Old School Trust
Registered Charity no:	1094210
Company No:	04253778
Principal office:	122 Leek Road Congleton Cheshire, CW12 3HX

Trustees

The Trustees/directors who served in the year and up to the date of this report were:

David Potts	Chairman
Jacqueline Potts	
Christine Scott	
Karen Hartles	
Elizabeth Smallman	
Brenda Hughes	
Jean Vale	
Louise Carter	

Company Secretary Peter Hughes

Volunteer Treasurer 

Structure, Governance and Management

The charity is a company limited by guarantee and is constituted under memorandum and articles of association dated 17 July 2001 as amended on 11 September 2002. In the event of the company being wound up, the liability of each member is limited to £1.

Appointments of Members of Council

The Members of the Council, who are the Trustees for the purpose of charity law, are appointed by the members at the Annual General Meeting. Every year 1/3rd of the Council being the longest serving retire and are eligible for re-election.

Mossley Old School Trust
Trustees' report for the Year ended 31 July 2021

Objects

"To promote the benefit of the inhabitants of Mossley by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a community building and to maintain and manage the same, whether alone or in co-operation with any local authority or other person or body in furtherance of these objects."

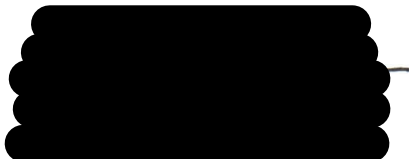
Activities

Consistent with the charitable objects, the charity continued to operate the Community Centre for the benefit of the inhabitants of Mossley.

The effects of Covid -19 have had a major impact on this year when the centre was required to close in March. MASK (Breakfast and After School Club) was able to continue to help children of key workers so some income was still generated. The Centre was able to obtain a Government grant which helped significantly. We are hopeful that there is still enough interest to be able to keep the Centre open in a Covid Secure way for the coming year.

Reserves

In the current economic climate, the Council of management consider it prudent to aim to build general reserves to one years' expenditure.



David Potts
Chairman

31/01/22

Insert date of AGM

Independent examiner's report to the trustees of Mossley Old School Trust

I report on the accounts of the company for the year ended 31 July 2021, which are set out on pages 4 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:

Qualification:

Address:

Date:

Mossley Old School Trust
Balance Sheet
as at 31 July 2021

		2021	2020
	Note	£	£
Tangible fixed assets	3	125,110	125,110
Current assets			
Debtors and prepayments	4	1,203	897
Cash at bank and in hand		26,081	22,835
		27,284	23,732
Current liabilities			
Bank loans	6	1,681	(3,663)
Creditors: amounts falling due within one year	5	1,276	(1,224)
		2,957	(4,887)
Net current assets		24,327	18,845
Total assets less current liabilities		149,437	143,955
Creditors: amounts falling due after more than one year			
Bank loans	6	-	(1,681)
Net Assets		149,437	142,274
Accumulated funds	7		
General unrestricted fund		17,990	12,508
Designated funds			
Contingency Fund		10,000	10,000
Designated fund		-	
Equity in building fund		121,447	119,766
Accumulated funds carried forward		149,437	142,274

For the year ending 31 July 2021, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- the members have not required the company to obtain an audit of the accounts for the year in question in accordance with section 476
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Signed by two trustees on behalf of all the Council of Management
and authorised for issue on:

Signature



Insert date of AGM

Print Name





Mossley Old School Trust
Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31 July 2021

		Unrestricted funds	Restricted	31 July 2021 Total funds	31 July 2020 Total funds
	Note	£	£	£	£
Incoming resources					
Grants & Donations		11,370		11,370	10,000
Rental income -Frequent users		14,951		14,951	16,898
Rental income - Casual users		518		518	213
Bank interest		1		1	24
Total incoming resources		26,840	-	26,840	27,135
Resources expended	2				
Building repairs		1,951		1,951	1,331
Insurance		2,665		2,665	2,600
Cleaner		2,938		2,938	4,011
Booking Secretary/Centre Manager		3,460		3,460	3,300
Advertising		13		13	16
Administration		747		747	673
Licences		411		411	546
Utilities		5,777		5,777	6,301
Professional fees		54		54	58
Cleaning materials		592		592	368
Miscellaneous		821		821	1,682
Depreciation		-		-	-
Interest payable		248		248	410
Total resources expended		19,677	-	19,677	21,295
Net incoming resources and net movement in funds for the year		7,163		7,163	5,840
Total funds brought forward		142,274		142,274	136,435
Total funds carried forward		149,437	-	149,437	142,274

Mossley Old School Trust
Notes to the Accounts
for the year ended 31 July 2021

7 Accumulated Funds

	Fund Balances brought forward £	Net Incoming / (Outgoing) resources £	Transfers	Fund balances carried forward £
Designated Funds				
Contingency fund	10,000	-	-	10,000
Designated fund			-	-
Equity in building fund	119,766	1,681		121,447
At 31 July 2021	129,766	1,681	-	131,447
General fund	12,508	5,482	-	17,990
Total funds	142,274	7,163	-	149,437

Contingency fund

This comprises funds designated by the Trustees to cover 6 months loss of income as a result of a loss of a major frequent user. This would allow the charity to maintain services whilst building up an extended user base.

Designated fund

This is the amount of money (grants) received for specific purposes.

Equity in building fund

This shows the amount of funds invested in the building and related assets and is derived from the book value of the buildings and plant less the amounts borrowed.

General Fund

This is the amount available for the general day to day purposes of the charity.

Mossley Old School Trust
Notes to the Accounts
for the year ended 31 July 2021

1 Accounting policies

(a) Accounting convention

The accounts have been prepared in accordance with the historical cost convention and with the Financial Reporting Standard for Smaller Entities (effective April 2008). The accounts have also been prepared on an accruals basis in accordance with the Statement of Recommended Practice issued in 2005 (SORP 2005) and the special provisions of the Companies Act 2006 applicable to companies subject to the small companies ' regime.

(b) Recognition of incoming resources

These are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain that the resources will be received and the monetary value can be measured with sufficient reliability.

(c) Rental income

Rental income, which primarily arises from community and charitable organisations, is included as income in the period to which the rental relates.

(d) Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

As a small charity, expenditure is presented by its natural classification.

(e) Tangible Fixed Assets for use by the charity

These are capitalised if they can be used for more than one year and cost at least £1000. Major repairs or replacements of existing assets are only capitalised to the extent that these are enhancements. Depreciation is charged on a straight-line basis over the estimated useful lives of assets as follows:

Land	- Nil
Buildings	- over 50 years

As the residual value of buildings is currently expected to exceed the cost, no depreciation has been charged.

(f) Fund accounting

Unrestricted funds, including designated funds, are expendable at the trustees' discretion in furtherance of the charity's objects. Restricted funds can be spent only in accordance with the donors' specific wishes. A full explanation of the charity's designated funds is given in note 7.

Mossley Old School Trust
Notes to the Accounts
for the year ended 31 July 2021

2 Resources expended	2021	2020
	£	£
Expenditure includes:		
Independent examiners fees	-	-

No remuneration has been paid to the Trustees during the year (2020: £nil)

3 Tangible Fixed Assets	2021	2020
Land and buildings at cost	125,110	125,110

Tangible fixed assets comprise of freehold land and buildings known as 122, Leek Road. The property was purchased from The Chester Diocesan Board of Education in 2006 and is subject to a covenant requiring it to be used for educational purposes. The Diocesan Board has a first legal charge over the property to secure a 35 year claw-back clause. Under this clause, 50% of any increase in value of the property arising due to a change in implementation planning use is payable to the Board.

4 Debtors	2021	2020
	£	£
Trade debtors	22	(186)
Prepayments	1,182	1,083
	1,203	897

5 Creditors: amounts falling due within one year

Trade creditors	967	387
Accruals	308	836
	1,275	1,223

6 Bank loans

Repayments falling due:

- between two and five years	-	1,191
- after more than five years	-	
	-	1,191
- within one year	1,681	4,153
	1,681	5,344

The loan is 15 year capital repayment mortgage, secured over the property at 122, Leek Road.



Congleton Town Council Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR17/2122
--	-----------

1.1	Applicant(s):	Ruth Garner
1.2	Representing:	Beartown Patchwork & Quilters
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	Exhibition 2022, Congleton Town Hall
1.6	Project Objectives:	The exhibition will 1) celebrate the skills and expertise of members of the Beartown Patchwork and Quilters 2) inform visitors of this heritage art/craft of patchwork and quilting in all its forms
1.7	Brief Project Description:	Beartown Patchwork & Quilters group was created 38 years ago and now has a thriving membership of over 50 people. We want to take this opportunity to engage the general public in patchwork and quilting by showing work of various styles and techniques and its place in our heritage. Through this we also hope to attract more people into this craft by showing the diversity and informing interested parties of the learning opportunities.
1.8	Details accounts/budgets	Attached.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£1,682
2.2	Total contribution sought:	£400
2.3	What will the money be spent on?	Hire of quilting stands, Purchase of 3 additional stands, Advertising,

2.4	Any ongoing costs:	None
2.5	Details of confirmed match funding include source Cash: In kind:	We have a contingency fund from membership fees to cover some of the costs of the Exhibition. Committee members are all volunteers, Members are volunteering to work at the exhibition, Local photographers are supporting advertising and recording the event,
2.6	Resources needed:	Quilting display stands (hired from the Guild), Additional stands purchased for the group, Advertising materials, Fabrics for group project.
2.7	Estimated timescale of project from start to finish:	Planning stated in 2020 and will be complete by June 2022

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Patchwork and quilting seen as a potential leisure opportunity. Opportunity for visitors to find out more about this art/craft by talking to 'Quilting Angels' on duty at the exhibition as well as creators of exhibits. Greater understanding of the diversity of patchwork and quilting and its role in our heritage. New members welcome and visitors can find out more about the leaning opportunities.
3.2	Are there similar services/projects provided in the area	Other patchwork and quilters groups can be found in other areas local to Congleton but these are generally smaller. We can signpost visitors to their local groups. The Quilters Guild of the British Isles will be present at the Exhibition.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	Numbers of visitors: Visitor feedback: Post exhibition members meeting to discuss what worked and what we could do better next time. The Exhibition Committee will gather the evidence and report back.
4.2	Describe how you will promote the Town Council in your project	Congleton Town Council will be listed as sponsors on all our, advertising, catalogues, other literature and on our website. website www.beartownpandq.co.uk

Signature: _____

Date: _____

8th March 2022.

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

Beartown Patchwork and Quilters

Exhibition 24th and 25th June 2022

Congleton Town Hall

Estimated Costs

	Item	Cost
1:	Venue Hire 23 rd to 25 th June 2022	£812
2:	Quilting Stands, <ul style="list-style-type: none"> • 27 stands on hire. • 3 quilt stands purchased • Return trip x 2 to collect and return stands from Mold. 110 miles per trip x 2. (45p a mile) 	£81 £120 £99
3:	Printing and advertising <i>Including raffle tickets</i>	£300.00
4:	Insurance <ul style="list-style-type: none"> • Through quilters Guild. 	£70
5:	Administration	£50
6:	Group activity - Group Quilt	£100
7:	Sundry items	£50
	TOTAL	£1682

Beartown Patchworkers & Quilters

Accounts 2021

Statement of income and expenditure as at 31.12.2021

Income	2021
Current Account as at 31.12.20	1,562.29
Reserve Account as at 31.12.20	1,522.52
Petty Cash as at 31.12.20	41.59
Subscriptions/Visitors	40.00
Evenings & Workshop Takings	29.00
Trips	
Donations	27.00
Sales/Fabrics/Notions	74.50
Miscellaneous	0.02
Total	£3,296.92

Expenditure	2021
Refreshments	22.47
Administration Costs	516.44
Fabric/Notions	254.00
Speaker/Workshop Fees	210.00
Rent	300.00
Donations	
Current Account as at 31.12.21	332.63
Reserve Account as at 31.12.21	1,522.64
Petty Cash as at 31.12.21	138.74
Total	£3,296.92

Signed Treasurer:  (C.M.Flatman)

Date: 20.12.21

Checked & found correct





Town Council Grant

Activities Monitoring Form

1. Contact Details

Organisation name:			
Address:			

2. Grant Information

Grant Reference Number:			
Total project cost:			

Receipts Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£
Please list receipts below:		

3. Project Information

When did the project commence?		
Did you make a profit from the project? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, how will this be used?		
Please explain how the grant money was used:		

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

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)

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?

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

Appendix 10.1

Expected spending for M10 is 83.3%
Finance and Policy Committee

Corp Management

	Actual Spend To Date	Current Annual Budget	Variance Annual Total (Available funds)	% of Budget Spent
Staff Costs (re-allocated)	135,436	165,881	30,445	82%
Travel	0	500	500	0%
Training / Conferences	1,653	3,000	1,347	55%
Rent Payable	14,181	17,017	2,836	83%
Miscellaneous Office Costs	1,524	1,660	136	92%
Telephone/Fax/Internet	2,364	920	-1,444	257%
Postage	1,595	2,620	1,025	61%
Stationery & Printing	2,523	2,900	377	87%
Subscriptions & Publications	3,561	4,200	639	85%
Insurance	10,135	9,000	-1,135	113%
Computer/IT Costs	13,593	13,130	-463	104%
Photocopy Charges	1,048	2,300	1,252	46%
Recruitment Advertising	1,116	500	-616	223%
Other Advertising	70	300	230	23%
Bank Charges	855	1,000	145	86%
Audit Fees - External	2,000	2,000	0	100%
Audit Fees - Internal	460	1,335	875	34%
Accountancy Support	2,801	5,000	2,199	56%
Legal & Professional fees	1,693	6,900	5,207	25%
HR & H&S support	3,541	4,500	959	79%
Central Overheads reallocated	-52,613	-61,561	-8,948	85%
Corporate Management:-Expenditure	147,536	183,102	35,566	81%
Interest Receivable	-1,780	-1,500	280.00	119%
Corporate Management :- Income	-1,780	-1,500	280	119%
Net Expenditure over Income	145,756	181,602	35,846	80%

Civic

Staff Costs (re-allocated)	24,419	30,392	5,973	80%
Training / Conferences	1,648	1,800	152	92%
Stationery & Printing	241	500	259	48%
Marketing/Promotions	790	1,000	210	79%
Council Newsletter	6,608	6,200	-408	107%
Council Website	995	2,000	1,005	50%
Mayor's Allowance	3,000	3,000	0	100%
Members Expenses	0	200	200	0%
Civic Expenses	2,352	5,000	2,648	47%
Civic Regalia	60	250	190	24%
Hall & Room Hire	2,513	6,000	3,487	42%
Civic Artefacts and Treasures	108	500	392	22%
Central Overheads reallocated	2,216	2,593	377	85%
Civic:-Expenditure	44,950	59,435	14,485	76%
Grants Grants	48,838	57,833	8,995	84%
F&P Income - Expenditure Totals	239,544	298,870	59,326	80%

Community and Environment Committee

212 Propagation Unit	0	1,000	1,000	0%
215 Floral Displays	14,875	12,250	-2,625	121%
241 Allotments	118	1,250	1,132	9%
300 Public Realm	340	0	-340	#DIV/0!
301 Congleton Partnership	29,628	35,554	5,926	83%
302 Community Development	90,247	117,351	27,104	77%
303 Crime Reduction/CCTV	26,187	48,650	22,463	54%
305 Christmas Fayre/lights	14,171	16,000	1,829	89%
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	3,319	5,000	1,681	66%
341 Youth and Young People	136	2,000	1,864	7%
351 Luncheon Club	5,920	9,000	3,080	66%
C,E &S Income - Net Expenditure Totals	184,941	248,055	63,114	75%

Town Hall, Assets and Services Committee

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<u>Paddling Pool</u>	30,425	27,558	-2,867	110%
<u>Town Hall</u>				
Town Hall - Expenditure	144,785	203,450	58,665	71%
Town Hall - Income	-59,165	-117,600	-58,435	50%
Net Expenditure over Income	85,620	85,850	230	100%
<u>Congleton Information Centre</u>				
CEC Support Grant	-49,511	-33,000	16,511	150%
Sales Income: Third Party Ticket sales	-35,987	0	35,987	
Sales Income	-8,641	0	8,641	
Direct expenditure	7,600	0	-7,600	
Third Party Ticket expenditure	31,695	0	-31,695	
Expenditure: Staff	44,490	48,652	4,162	91%
Expenditure	8,819	14,600	5,781	60%
Central Overheads reallocated	3,548	4,151	603	85%
Net Expenditure over income	2,013	34,403	32,390	6%
<u>Public Toilets</u>	4,779	10,250	5,471	47%
<u>Cenotaph</u>	175	250	75	70%
<u>Streetscape</u>				
Streetscape Expenditure	517,372	590,734	73,362	88%
Streetscape - Income CEC	-310,585	-372,702	-62,117	83%
Streetscape - External work income	-9,933	-15,000	-5,067	66%
Streetscape - Other	-24	0	24	
Streetscape - Misc Income	-675	-900	-225	75%
	-321,217	-388,602	-67,385	83%
Net Expenditure over Income	196,155	202,132	5,977	97%
Town Hall, Assets and Services - Net Expenditure	319,167	360,443	41,276	89%
<u>Capital</u>	35,889	46,778	10,889	77%
<u>Total Net Expenditure</u>	779,541	954,146	174,605	82%
Staff Costs	708,506	887,343	178,837	80%

Reserves as at 31st January 2022

310	General Reserve	226,244
318	Capital Equipment Fund	30,987
320	Capital Contingency Fund	455,056
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	15,576
343	EMR Marketing	5,000
344	EMR Congleton Neighbourhood Plan	8,885
345	EMR Cenotaph	10,419
346	EMR Rotary Bonfire	5,000
348	EMR Civic	1,000
		862,682

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		76,257.56					76,257.56	
bacs	Banked: 05/01/2022	83.07						
bacs	CIC sumup	83.07			505		83.07	CIC income
bacs	Banked: 05/01/2022	11.45						
bacs	Public Sector Deposit Bond	11.45			1190	101	11.45	interest received
bacs	Banked: 05/01/2022	210.00						
	Sales Recpts Page 2606	210.00	210.00		100			Sales Recpts Page 2606
bacs	Banked: 06/01/2022	46.47						
bacs	CIC Sumup	46.47			505		46.47	CIC income
bacs	Banked: 06/01/2022	75,000.00						
bacs	SIBA	75,000.00			202		75,000.00	SIBA Transfer
bacs	Banked: 07/01/2022	6.29						
bacs	CIC Sumup	6.29			505		6.29	CIC income
bacs	Banked: 07/01/2022	314.40						
	Sales Recpts Page 2605	314.40	314.40		100			Sales Recpts Page 2605
bacs	Banked: 10/01/2022	132.62						
bacs	CIC Sumup	132.62			505		132.62	CIC income
000332	Banked: 10/01/2022	45.40						
000332	CIC income	45.40			505		45.40	CIC income
bacs	Banked: 10/01/2022	488.40						
	Sales Recpts Page 2607	488.40	488.40		100			Sales Recpts Page 2607
bacs	Banked: 11/01/2022	70.79						
bacs	CIC Sumup	70.79			505		70.79	CIC income
bacs	Banked: 11/01/2022	600.00						
	Sales Recpts Page 2608	600.00	600.00		100			Sales Recpts Page 2608
bacs	Banked: 12/01/2022	21.51						
bacs	CIC Sumup	21.51			505		21.51	CIC income
bacs	Banked: 12/01/2022	300.00						
	Sales Recpts Page 2609	300.00	300.00		100			Sales Recpts Page 2609
bacs	Banked: 12/01/2022	630.00						
	Sales Recpts Page 2610	630.00	630.00		100			Sales Recpts Page 2610
bacs	Banked: 13/01/2022	63.16						
bacs	CIC Sumup	63.16			505		63.16	CIC income
bacs	Banked: 13/01/2022	300.00						
	Sales Recpts Page 2611	300.00	300.00		100			Sales Recpts Page 2611
bacs	Banked: 14/01/2022	883.20						
	Sales Recpts Page 2612	883.20	883.20		100			Sales Recpts Page 2612

Receipts for Month 10

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: 14/01/2022	168.64						
	Sales Recpts Page 2613	168.64	168.64		100			Sales Recpts Page 2613
bacs	Banked: 14/01/2022	106.28						
bacs	CIC Sumup	106.28			505		106.28	CIC income
000333	Banked: 17/01/2022	310.66						
000333	CIC	310.66			505		310.66	CIC income
bacs	Banked: 18/01/2022	57.59						
bacs	CIC sumup	57.59			505		57.59	CIC income
bacs	Banked: 19/01/2022	173.03						
bacs	CIC sumup	173.03			505		173.03	CIC income
bacs	Banked: 20/01/2022	25,000.00						
bacs	SIBA	25,000.00			202		25,000.00	SIBA Transfer
bacs	Banked: 21/01/2022	81.54						
bacs	CIC sumup	81.54			505		81.54	CIC income
bacs	Banked: 21/01/2022	288.48						
	Sales Recpts Page 2614	288.48	288.48		100			Sales Recpts Page 2614
000334	Banked: 21/01/2022	420.00						
	Sales Recpts Page 2615	420.00	420.00		100			Sales Recpts Page 2615
bacs	Banked: 24/01/2022	270.04						
	Sales Recpts Page 2616	270.04	270.04		100			Sales Recpts Page 2616
bacs	Banked: 24/01/2022	210.00						
	Sales Recpts Page 2617	210.00	210.00		100			Sales Recpts Page 2617
bacs	Banked: 24/01/2022	50.14						
bacs	CIC income	50.14			505		50.14	CIC income
bacs	Banked: 25/01/2022	104.70						
bacs	CIC Sumup	104.70			505		104.70	CIC income
bacs	Banked: 25/01/2022	93.12						
bacs	CIC Sumup	93.12			505		93.12	CIC income
bacs	Banked: 25/01/2022	210.00						
	Sales Recpts Page 2621	210.00	210.00		100			Sales Recpts Page 2621
bacs	Banked: 26/01/2022	300.00						
	Sales Recpts Page 2618	300.00	300.00		100			Sales Recpts Page 2618
bacs	Banked: 26/01/2022	90.00						
	Sales Recpts Page 2619	90.00	90.00		100			Sales Recpts Page 2619
bacs	Banked: 26/01/2022	48.17						
bacs	CIC Sumup	48.17			505		48.17	CIC income

Date: 09/02/2022

Congleton Town Council

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Cashbook 1

User: ST

RBS Current/I Access Acct

For Month No: 10

Receipts for Month 10

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: 26/01/2022	300.00						
	Sales Recpts Page 2622	300.00	300.00		100			Sales Recpts Page 2622
bacs	Banked: 26/01/2022	78.00						
	Sales Recpts Page 2623	78.00	78.00		100			Sales Recpts Page 2623
bacs	Banked: 26/01/2022	300.00						
	Sales Recpts Page 2624	300.00	300.00		100			Sales Recpts Page 2624
bacs	Banked: 27/01/2022	2.46						
bacs	CIC Sumup	2.46			505		2.46	CIC income
bacs	Banked: 28/01/2022	144.24						
	Sales Recpts Page 2620	144.24	144.24		100			Sales Recpts Page 2620
89.94	Banked: 31/01/2022	89.94						
89.94	CIC Sumup	89.94			505		89.94	CIC income
Total Receipts for Month		108,103.79	6,505.40	0.00			101,598.39	
Cashbook Totals		184,361.35	6,505.40	0.00			177,855.95	

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Date: 09/02/2022

Congleton Town Council

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Cashbook 1

User: ST

RBS Current/I Access Acct

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/01/2022	Quartix Ltd	dd	550.44	550.44		501			597442/13473/vehicle tracker
04/01/2022	Prism Solutions	DD	119.33	119.33		501			66887/13511/call charges
04/01/2022	Cheshire East Council	BACS	2,739.00			4011	221	2,739.00	Business rates
06/01/2022	CTC	008973	171.50			210		171.50	Petty Cash
07/01/2022	BACS P/L Pymnt Page 2776	BACS Pymnt	21,263.24	21,263.24		501			BACS P/L Pymnt Page 2776
07/01/2022	3rd cong brownies	BACS	190.00			4701	107	190.00	Grant FAP402122
07/01/2022	W H Smiths	BACS	48.00			4171	305	8.00	lighting costs
						4033	302	40.00	lighting costs
07/01/2022	cygnet club	BACS	8.00			4171	305	8.00	xmas lighting
07/01/2022	House to Home	BACS	8.00			4171	305	8.00	xmas lighting
07/01/2022	Browns of Cong	BACS	11.00			4171	305	11.00	xmas lighting
14/01/2022	West Mercia Energy	dd	4,867.63	4,867.63		501			11169568/13526/Pool electric
14/01/2022	BACS P/L Pymnt Page 2786	BACS Pymnt	2,481.18	2,481.18		501			BACS P/L Pymnt Page 2786
14/01/2022	CCTP	BACS	2,000.00			4306	301	2,000.00	Mini bus funds
14/01/2022		BACS	129.60			1013	221	129.60	Deposit refund
17/01/2022	Bankline	BACS	76.00			4051	101	76.00	bank charges
18/01/2022	CTC	BACS	66,858.63			515		40,533.86	Payroll
						525	0	14,120.71	Payroll
						545	0	60.00	Payroll
						520	0	12,098.06	Payroll
						530	0	46.00	Payroll
20/01/2022	West Mercia Energy	dd	17.27	17.27		501			11171336/13527/cenotaph electr
21/01/2022	BACS P/L Pymnt Page 2788	BACS Pymnt	17,729.27	17,729.27		501			BACS P/L Pymnt Page 2788
21/01/2022	RBS Autopay	BACS	11.42			4051	101	11.42	bank charges
24/01/2022	EE Ltd	dd	184.31	184.31		501			01287377002/13552/call chrgs
25/01/2022	Prism Solutions	dd	1,576.28	1,576.28		501			151959/13584/IT Support
28/01/2022	BACS P/L Pymnt Page 2794	BACS Pymnt	4,806.86	4,806.86		501			BACS P/L Pymnt Page 2794
31/01/2022	RBS Credit Card	dd	541.94	541.94		501			030122/13619/various
31/01/2022	Suez Recycling and Recovery UK	DD	292.30	292.30		501			32497558/13516/wasteRec
Total Payments for Month			126,681.20	54,430.05	0.00			72,251.15	
Balance Carried Fwd			57,680.15	2					
Cashbook Totals			184,361.35	54,430.05	0.00			129,931.30	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	23 rd March 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM	12		
REPORT TITLE	Savings Account Balances		
Background	To inform the Finance and Policy Committee with the location and balances of the Council’s savings and investments.		
Updates	<u>Congleton Town Council – Savings account balances</u>		
	Balances as at 31 st January 2022		
	Business Reserve Account	£	758,679.40
	Cambridge and Counties 1 year fixed deposit	£	150,000.00
	CCLA Deposit	£	150,000.00
	<u>Total</u>	<u>£</u>	<u>1,058,679.40</u>
Decision Requested	To receive the Savings Accounts balances to 31 st January 2022.		

Date: 03/03/2022

Congleton Town Council

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RBS Current/I Access Acct

List of Payments made between 01/12/2021 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2021	Cheshire East Council	DD	2,739.00		business rates - TH
01/12/2021	Prism Solutions	dd	117.73		66697/13372/call charges
02/12/2021	CTC	008972	146.39		Petty Cash chq
03/12/2021	BACS P/L Pymnt Page 2755	BACS Pymnt	20,347.05		BACS P/L Pymnt Page 2755
03/12/2021	CIC Ticket refund	BACS	30.00		Ticket refund - [REDACTED]
03/12/2021	CTC - ticket refund	BACS	90.00		Mayor's Ball refund - [REDACTED]
08/12/2021	Pitney Bowes Finance Ltd	dd	72.00		BL06286162/13470/rental chrgs
10/12/2021	BACS P/L Pymnt Page 2762	BACS Pymnt	3,048.01		BACS P/L Pymnt Page 2762
10/12/2021	British Telecom	dd	45.47		Q086ON/13432/line charges
10/12/2021	Purchase Power	DD	424.39		BL609220/13411/post, ink cart
14/12/2021	West Mercia Energy	dd	1,146.24		11161861/13342/p pool electric
15/12/2021	Bankline	BACS	80.80	bank charges	Bankline
17/12/2021	BACS P/L Pymnt Page 2769	BACS Pymnt	11,423.92		BACS P/L Pymnt Page 2769
17/12/2021	CTC	BACS	67,885.51		Payroll
17/12/2021	Congleton Town Council	BACS	1,006.00		Grant - St Peter's Church
21/12/2021	RBS Autopay	BACS	18.81		bank charges
23/12/2021	West Mercia Energy	dd	17.63		11162633/13379/Cenotaph elec
23/12/2021	EE Ltd	DD	216.16		01287349608/13489/call charges
29/12/2021	RBS Credit Card	DD	569.89		031221/13488/various
29/12/2021	Prism Solutions	Dd	1,576.28		150720/13510/IT support
30/12/2021	Suez Recycling and Recovery UK	dd	292.30		32467927/13446/waste recycling
04/01/2022	Quartix Ltd	dd	550.44		597442/13473/vehicle tracker
04/01/2022	Prism Solutions	DD	119.33		66887/13511/call charges
04/01/2022	Cheshire East Council	BACS	2,739.00		Business rates
06/01/2022	CTC	008973	171.50		Petty Cash
07/01/2022	BACS P/L Pymnt Page 2776	BACS Pymnt	21,263.24		BACS P/L Pymnt Page 2776
07/01/2022	3rd cong brownies	BACS	190.00		Grant FAP402122
07/01/2022	W H Smiths	BACS	48.00		lighting costs
07/01/2022	cygnet club	BACS	8.00		xmas lighting
07/01/2022	House to Home	BACS	8.00		xmas lighting
07/01/2022	Browns of Cong	BACS	11.00		xmas lighting
13/01/2022	West Mercia Energy	dd	4,867.63		11169568/13526/Pool electric
14/01/2022	BACS P/L Pymnt Page 2786	BACS Pymnt	2,481.18		BACS P/L Pymnt Page 2786
14/01/2022	CCTP	BACS	2,000.00		Mini bus funds
14/01/2022	W [REDACTED]	BACS	129.60		Deposit refund
17/01/2022	Bankline	BACS	76.00		bank charges
18/01/2022	CTC	BACS	66,858.63		Payroll
20/01/2022	West Mercia Energy	dd	17.27		11171336/13527/cenotaph electr
21/01/2022	BACS P/L Pymnt Page 2788	BACS Pymnt	17,729.27		BACS P/L Pymnt Page 2788
21/01/2022	RBS Autopay	BACS	11.42		bank charges
24/01/2022	EE Ltd	dd	184.31		01287377002/13552/call chrgs
25/01/2022	Prism Solutions	dd	1,576.28		151959/13584/IT Support
28/01/2022	BACS P/L Pymnt Page 2794	BACS Pymnt	4,806.86		BACS P/L Pymnt Page 2794

Continued on Page 2

List of Payments made between 01/12/2021 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/01/2022	RBS Credit Card	dd	541.94		030122/13619/various
31/01/2022	Suez Recycling and Recovery UK	DD	292.30		32497558/13516/wasteRecycling
Total Payments			<u>237,974.78</u>		

Congleton Town Council**Payments Listing for 1st December to 31st January 2022****Breakdown of Payments made via BACS transfer**

<u>Date</u>	<u>BACS Pag</u>	<u>Invoice date</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u>
03/12/2021	2755	24/11/2021	Albion Stone PLC	£ 354.43		Albion Stone
03/12/2021	2755	27/11/2021	ATG London Ltd	£ 442.88		Theatre tickets
03/12/2021	2755	24/11/2021	Auditing Solution Ltd	£ 552.00		First interim audit
03/12/2021	2755	26/11/2021	C Bailey	£ 250.00		Xmas entertainment
03/12/2021	2755	26/11/2021	The Best Connection Group	£ 909.19		Agency Staff S/Scape
03/12/2021	2755	24/11/2021	Bomford Office Supplies	£ 126.58		Office Stationery
03/12/2021	2755	25/11/2021	Bomford Office Supplies	£ 19.56		Office Stationery
03/12/2021	2755	25/11/2021	Bomford Office Supplies	£ 21.96		Office Stationery
03/12/2021	2755	25/11/2021	Bomford Office Supplies	£ 52.79		Envelopes C. Cards
03/12/2021	2755	26/11/2021	Brandelity	£ 326.70		Christmas decorations (Stock)
03/12/2021	2755	30/11/2021	Heads Congleton Ltd	£ 146.40		Job advert
03/12/2021	2755	30/11/2021	Heads Congleton Ltd	£ 22.94		Newspapers/CIC
03/12/2021	2755	30/11/2021	Congleton High School	£ 33.60		Xmas Posters
03/12/2021	2755	30/11/2021	Congleton High School	£ 28.00		Dementia leaflets
03/12/2021	2755	30/11/2021	Congleton High School	£ 237.60		Dementia booklets
03/12/2021	2755	30/11/2021	Congleton High School	£ 190.90		Xmas cards
03/12/2021	2755	24/01/2021	Congleton Amateur Youth Theatre	£ 1,571.30		Theatre tickets
03/12/2021	2755	26/11/2021	DC Assist	£ 187.50		Cleaning services
03/12/2021	2755	29/11/2021	Dutton Traffic Management Services	£ 570.00		Road closures- Xmas
03/12/2021	2755	28/11/2021	John Gauld Photography	£ 100.00		Xmas pictures
03/12/2021	2755	26/11/2001	Hayman Mechanical Services Ltd	£ 1,109.99		Boiler repair
03/12/2021	2755	29/11/2021	J&S Moore	£ 104.00		Catering
03/12/2021	2755	28/11/2021	Keeling	£ 300.00		Entertainment Xmas
03/12/2021	2755	24/11/2021	Landscape Supplies Company	£ 190.86		Strimmer cord/supplies
03/12/2021	2755	26/11/2021	Landscape Supplies Company	£ 103.96		S/Scape PPE
03/12/2021	2755	26/11/2021	Landscape Supplies Company	£ 158.46		Gloves/Files S/Scape
03/12/2021	2755	25/11/2021	Maxigene Environmental Services Ltd	£ 108.00		legionella testing
03/12/2021	2755	20/10/2021	Police & Crime Commissioners for Cheshire	£ 8,320.00		PCSO Q2
03/12/2021	2755	30/11/2021	PPLPRS Limited	£ 971.47		Music Licence TH
03/12/2021	2755	10/11/2021	Rode Hall Silver Band	£ 175.00		Xmas entertainment
03/12/2021	2755	26/11/2021	Silk FM Ltd	£ 1,440.00		Xmas entertainment
03/12/2021	2755	29/11/2021	Spiral Colour	£ 55.20		Sponsorship boards
03/12/2021	2755	26/11/2021	St John's Community Centre	£ 292.00		Luncheon Club
03/12/2021	2755	08/11/2021	Talke Chemical Company Limited	£ 377.04		Wheelie bin bags
03/12/2021	2755	15/11/2021	Talke Chemical Company Limited	£ 134.18		Sanitiser & dispenser
03/12/2021	2755	22/11/2021	Talke Chemical Company Limited	£ 66.68		Clearing stock
03/12/2021	2755	28/11/2021	Thomson Planning Partnership Ltd	£ 72.00		Consultancy
03/12/2021	2755	23/11/2021	Threadfast Engineers 1984 Ltd	£ 28.92		Xmas tree items
03/12/2021	2755	25/11/2021	Threadfast Engineers 1984 Ltd	£ 18.00		Whitby knife
03/12/2021	2755	24/11/2021	Mike Tingle Educational Consultant	£ 25.00		Town trails CIC sales
03/12/2021	2755	17/11/2021	Waterlogic GB Ltd	£ 46.96		Environ charges
03/12/2021	2755	29/11/2021	Your Beartown Voice Magazine Ltd	£ 105.00		Advert
	2755		TOTAL BACS LISTING		£ 20,347.05	
10/12/2021	2762	30/11/2021	Buxton Opera House	£ 294.18		Theatre tickets
10/12/2021	2762	10/11/2021	Cavern Protective Clothing	£ 292.20		S/S/Scape PPE
10/12/2021	2762	30/11/2021	Daneside Theatre	£ 731.50		Film tickets
10/12/2021	2762	30/11/2021	Dutton	£ 100.00		CIC stock- books
10/12/2021	2762	29/10/2021	Gator Medical	£ 220.00		Medical cover- event
10/12/2021	2762	26/11/2021	Hofton Entertainment	£ 150.00		Xmas entertainment
10/12/2021	2762	15/11/2021	Jewson Limited	£ 55.56		Paving Slabs
10/12/2021	2762	25/11/2021	K G Loach	£ 146.40		Compost
10/12/2021	2762	30/11/2021	Ninehundred Communications Group	£ 201.50		Radios for Xmas events
10/12/2021	2762	01/09/2021	Oakwood Books	£ 66.50		Maps CIC Stock
10/12/2021	2762	28/11/2021	Phoenix Theatre Company CIC	£ 66.50		Ticket sales
10/12/2021	2762	29/11/2021	Mrs P T/A Eco Learning UK	£ 132.74		Cenotaph Plants
10/12/2021	2762	28/11/2021	South East Cheshire Cycle Action group	£ 500.00		Cycle Maps

10/12/2021	2762	26/08/2020	Waterplus Ltd	£	59.13	Paddling Pool Water
10/12/2021	2762	30/11/2021	Whitehurst Agricultural & Builders	£	31.80	Tree Pegs

2762 TOTAL BACS LISTING £ 3,048.01

<u>Date</u>	<u>BACS Page</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u>
17/12/2021	2769	10/12/2021 AD Profile Ltd	£ 485.00		Artwork/Design
17/12/2021	2769	06/12/2021 Bees for US	£ 96.00		Honey- CIC Stock
17/12/2021	2769	03/12/2021 The Best Connection Group	£ 825.01		Agency Staff S/Scape
17/12/2021	2769	03/12/2021 Booth	£ 20.00		Xmas Light support
17/12/2021	2769	01/12/2021 Canda Copying Ltd	£ 160.40		Printer rental
17/12/2021	2769	01/12/2021 Canda Copying Ltd	£ 357.01		Printing charges
17/12/2021	2769	13/21/21 Congleton Community Transport P'ship	£ 56.80		In Bloom tour bus
17/12/2021	2769	02/12/2021 Cosebelle	£ 16.80		CIC Sales
17/12/2021	2769	03/12/2021 DC Assist	£ 187.50		Cleaning services
17/12/2021	2769	12/12/2021 DC Assist	£ 187.50		Cleaning services
17/12/2021	2769	01/12/2021 Full Media	£ 27.96		Books CIC Sales
17/12/2021	2769	03/12/2021 Harris	£ 92.00		CIC Sales
17/12/2021	2769	01/12/2021 Hughes	£ 19.32		CIC Sales
17/12/2021	2769	04/11/2021 Jewson Limited	£ 50.34		Sub base
17/12/2021	2769	09/12/2021 Kems	£ 26.60		Ticket sales
17/12/2021	2769	06/12/2021 Landscape Supplies Company	£ 107.62		S/Scape PPE
17/12/2021	2769	09/12/2021 Linings & Hoses Ltd	£ 68.82		Mower parts
17/12/2021	2769	04/12/2021 Little Bun Designs	£ 75.60		CIC Sales
17/12/2021	2769	02/12/2021 MAC Tool & Plant Hire Ltd	£ 36.00		Dehumidifier hire
17/12/2021	2769	03/12/2021 Pitney Bowes Finance Ltd	£ 12.71		Franking fees
17/12/2021	2769	06/12/2021 Poppy May	£ 184.00		CIC Sales
17/12/2021	2769	30/11/2021 Porters Service Station Ltd	£ 1,493.36		Fuel for Vans
17/12/2021	2769	09/12/2021 P D Ritherton	£ 53.06		Dementia Friendly
17/12/2021	2769	13/12/2021 Congleton Rotary Club	£ 1,242.60		Ticket sales
17/12/2021	2769	30/11/2021 Secur-80 Ltd	£ 48.00		Alarm call out
17/12/2021	2769	02/12/2021 Shred-it Ltd	£ 141.78		Shredding service
17/12/2021	2769	10/12/2021 St John's Community Centre	£ 180.00		Luncheon Club
17/12/2021	2769	13/08/2021 Talke Chemical Company Limited	£ 174.96		Pool chemicals
17/12/2021	2769	25/11/2021 Talke Chemical Company Limited	£ 24.05		Toilet Rolls
17/12/2021	2769	07/12/2021 Stuart Taylor Plumbing	£ 130.00		Leak Repair
17/12/2021	2769	07/12/2021 Stuart Taylor Plumbing	£ 180.00		Toilet repair
17/12/2021	2769	09/12/2021 Top Nosh	£ 20.00		CIC Sales- Gingerbread
17/12/2021	2769	09/12/2021 T & S Electrical Limited	£ 306.43		Light repair
17/12/2021	2769	08/12/2021 Waterplus Ltd	£ 692.75		Pool Water charges
17/12/2021	2769	06/12/2021 West Wallasey Contract Hire	£ 3,427.85		Lease vans
17/12/2021	2769	23/11/2021 Wristband Plus Ltd	£ 216.09		CIC- 750 Merchandise
2769 TOTAL BACS LISTING				£ 11,423.92	
07/01/2022	2776	23/12/2021 Acorn Occupational Health Ltd	£ 178.80		Phone assessment
07/01/2022	2776	18/12/2021 ATG London Ltd	£ 258.37		Theatre tickets
07/01/2022	2776	24/12/2021 The Best Connection Group	£ 690.28		Agency Staff S/Scape
07/01/2022	2776	31/12/2021 The Best Connection Group	£ 690.28		Agency Staff S/Scape
07/01/2022	2776	27/10/2021 Bomford Office Supplies	£ 99.47		Signage
07/01/2022	2776	17/12/2021 Cheshire Electrical Supplies Ltd	£ 8.40		Office Bulbs
07/01/2022	2776	31/12/2021 Heads Congleton Ltd	£ 16.12		Chronicles
07/01/2022	2776	05/12/2021 Dean	£ 5.59		CIC Sales - Books
07/01/2022	2776	19/12/2021 DC Assist	£ 187.50		Cleaning services
07/01/2022	2776	24/12/2021 DC Assist	£ 187.50		Cleaning services
07/01/2022	2776	13/12/2021 DJM Nurseries	£ 111.55		Bedding plants
07/01/2022	2776	06/12/2021 Jewson Limited	£ 37.50		Cement
07/01/2022	2776	17/12/2021 Landscape Supplies Company	£ 165.90		S/Scape PPE
07/01/2022	2776	16/12/2021 Lightech Sound & Light Ltd	£ 3,387.60		Xmas projection
07/01/2022	2776	26/11/2021 A P Matthews Nurseries Ltd	£ 1,265.88		Tree Project
07/01/2022	2776	10/12/2021 A P Matthews Nurseries Ltd	£ 378.59		Tree Project
07/01/2022	2776	10/12/2021 A P Matthews Nurseries Ltd	£ 214.92		Tree Project
07/01/2022	2776	21/12/2021 Old Saw Mill CBS Ltd	£ 986.00		Luncheon Club
07/01/2022	2776	22/12/2021 Old Saw Mill CBS Ltd	£ 24.00		CIC Sales- Apple juice
07/01/2022	2776	20/12/2021 OTIS Ltd	£ 552.56		Lift service

07/01/2022	2776	02/12/2021	J Parker Dutch Bulbs (Wholesale) Ltd	£	33.00	Spring bulbs
07/01/2022	2776	22/12/2021	PME Maintenance Ltd	£	9,240.00	Christmas Lights
07/01/2022	2776	31/12/2021	Porters Service Station Ltd	£	840.89	Fuel for Vans
07/01/2022	2776	27/11/2021	Rilatas Business Solutions	£	70.80	Digital VAT Support
07/01/2022	2776	23/12/2021	Congleton Rotary Club	£	266.00	Tree of Lights Stars
07/01/2022	2776	30/11/2021	Sandbach Town Council	£	90.00	Gazebo Hire: Christmas
07/01/2022	2776	01/12/2021	Society of London Theatre	£	65.80	Gift Cards
07/01/2022	2776	22/12/2021	Stu's Porta Loos	£	216.00	Toilets for Christmas event
07/01/2022	2776	09/12/2021	Talke Chemical Company Limited	£	706.49	Bin bags/ Cleaning equipment
07/01/2022	2776	17/12/2021	Threadfast Engineers 1984 Ltd	£	20.03	Key safe
07/01/2022	2776	31/12/2021	T&S Electrical Ltd	£	118.46	Light repairs
07/01/2022	2776	21/12/2021	Waterlogic GB Ltd	£	46.96	Office water
07/01/2022	2776	15/12/2021	Whitehurst Agricultural & Builders	£	102.00	Tree Pegs

2776

TOTAL BACS LISTING

£ 21,263.24

<u>Date</u>	<u>BACS Page</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u>
14/01/2022	2786	17/12/2021 Andrew Deptford	£ 1,824.00		Defib @ Parnell Sq
14/01/2022	2786	31/12/2021 DHJ Mitten Clarke	£ 588.00		Payroll Processing
14/01/2022	2786	20/12/2021 Oakwood Books	£ 69.18		CIC stock- books
	2786	TOTAL BACS LISTING		£ 2,481.18	
21/01/2022	2788	04/01/2022 Ansa Environmental Services	£ 1,062.34		HR Services
21/01/2022	2788	08/01/2022 ATG London Ltd	£ 40.52		Ticket sales
21/01/2022	2788	15/01/2022 ATG London Ltd	£ 87.86		Ticket sales
21/01/2022	2788	30/05/1900 Bees for US	£ 96.00		CIC Stock
21/01/2022	2788	11/01/2022 Belmont Fabrication (Congleton) Ltd	£ 54.00		Exhaust repair
21/01/2022	2788	07/01/2022 Best Connection Group	£ 505.12		Agency Staff S/Scape
21/01/2022	2788	07/01/2022 Best Connection Group	£ 202.08		Agency Staff S/Scape
21/01/2022	2788	14/01/2022 Best Connection Group	£ 690.32		Agency Staff S/Scape
21/01/2022	2788	31/12/2022 Buxton Opera House	£ 230.61		Theatre tickets
21/01/2022	2788	21/01/2022 Cheshire East Council	£ 1,900.00		3 year Wedding Licence
21/01/2022	2788	01/01/2022 Citron Hygiene	£ 89.86		Sanitary Waste
21/01/2022	2788	14/12/2021 Congleton Garden Machinery Ltd	£ 276.76		Mower service/repair
21/01/2022	2788	04/01/2022 Cope	£ 49.60		CIC Sales
21/01/2022	2788	10/01/2022 Cosebelle	£ 3.20		CIC Sales
21/01/2022	2788	16/01/2022 DC Assist	£ 337.50		Cleaning services
21/01/2022	2788	04/01/2022 Dutton	£ 20.00		CIC stock- books
21/01/2022	2788	18/01/2022 Edwards	£ 31.97		In bloom costs
21/01/2022	2788	11/01/2022 Emblem Print Products Ltd	£ 1,065.60		750 Celebration merchandise
21/01/2022	2788	12/01/2022 Emblem Print Products Ltd	-£ 4.44		Credit
21/01/2022	2788	03/01/2022 Full Media	£ 128.62		CIC stock- books
21/01/2022	2788	11/01/2022 Harris	£ 18.00		CIC Sales
21/01/2022	2788	04/01/2022 Hughes	£ 130.56		CIC Sales
21/01/2022	2788	07/01/2022 Clowes	£ 40.00		Door repair
21/01/2022	2788	07/01/2022 Landscape Supplies Company	£ 61.52		Streetscape PPE
21/01/2022	2788	10/01/2022 Landscape Supplies Company	£ 112.62		Streetscape PPE
21/01/2022	2788	12/01/2022 Landscape Supplies Company	£ 182.88		Streetscape equipment
21/01/2022	2788	11/10/2021 Les Halam Nurseries Ltd	£ 5,486.40		Plants. Winter Bedding
21/01/2022	2788	13/01/2022 Linings & Hoses Ltd	£ 141.70		Vehicle spares
21/01/2022	2788	10/01/2022 Little Bun Designs	£ 72.60		CIC Sales
21/01/2022	2788	14/01/2022 Macclesfield Lock & Safe	£ 199.20		Lock replacement
21/01/2022	2788	14/01/2022 Magic Textiles Ltd	£ 17.52		750 Celebration merchandise
21/01/2022	2788	10/01/2022 Poppy May	£ 111.20		CIC Sales
21/01/2022	2788	05/01/2022 Shred-it Ltd	£ 141.78		Data shredding
21/01/2022	2788	05/01/2022 Society of London Theatre	£ 206.80		Ticket sales
21/01/2022	2788	30/11/2021 PTSG Electrical Services Ltd	£ 112.80		Inspection Work
21/01/2022	2788	04/01/2022 Waterplus Ltd	£ 398.29		Water Charges TH
21/01/2022	2788	10/01/2022 West Wallasey Contract Hire	£ 3,427.85		Lease vans
	2788	TOTAL BACS LISTING		£ 17,729.24	
28/01/2021	2794	04/11/2021 Alzheimer's Products Ltd	£ 313.73		Swap Shop Items CP
28/01/2021	2794	21/01/2022 The Best Connection Group	£ 723.97		Agency Staff S/Scape
28/01/2021	2794	17/01/2022 Bomford Office Supplies	£ 110.78		Stationery
28/01/2021	2794	19/01/2022 Bomford Office Supplies	£ 223.20		Stationery

28/01/2021	2794	01/12/2021	Cope	£	80.32	CIC Sales
28/01/2021	2794	22/01/2022	Daneside Theatre	£	237.50	Theatre tickets
28/01/2021	2794	23/01/2022	DC Assist	£	187.50	Cleaning services
28/01/2021	2794	08/01/2022	Dean	£	5.59	CIC Book sales
28/01/2021	2794	25/01/2022	Full Colour Priming Group (UK) Ltd	£	1,728.00	Bear Neccessities
28/01/2021	2794	18/01/2022	Landscape Supplies Company	£	159.72	Streetscape PPE
28/01/2021	2794	05/01/2022	Outhwaite	£	6.40	CIC Book sales
28/01/2021	2794	18/01/2022	Smith of Derby Ltd	£	285.60	TH Clock service
28/01/2021	2794	17/01/2022	Stringing & Frames	£	214.00	Mayoral frames
28/01/2021	2794	05/01/2022	Talke Chemical Company Limited	£	323.33	Park cleaning stock
28/01/2021	2794	11/01/2022	Talke Chemical Company Limited	£	153.22	Streetscape PPE
28/01/2021	2794	25/01/2022	Thomson Planning Partnership Ltd	£	54.00	NDP costs
	2794		TOTAL BACS LISTING		£ 4,806.86	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	23 rd March 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford (Chief Officer) and Serena Van Schepdael (Responsible Financial Officer)		
AGENDA ITEM REPORT TITLE	14 Annual Review of the Business Risk Assessment		
Background	<p>Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts and Audit regulations 2015:</p> <p><i>“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk”</i></p> <p>Congleton Town Council acknowledges that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities and community against potential losses. The Council is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focused approach to managing any risks.</p> <p>Congleton Town Council currently adheres to the guidance given by JPAG (Joint panel on Accountability and Governance) in their publication “Governance and Accountability for Smaller Authorities in England” Section 5 for the layout of the Business Risk Assessment. Behind this sits detailed risk assessments for all Streetscape activities, Town Hall activities, Paddling Pool, and events in the town centre.</p> <p>Congleton Town Council are also audited 3 times per year, the Internal Audit checks that we have adequate provision and policies in place to support the Business Risk Assessment.</p>		
Updates	The management team has updated the Business Risk Assessment in its current form for 2022-23. All updates are highlighted in Appendix 14.1.		
Decision Requested	To approve the Business Risk Assessment 2022-2023		

Business Risk Assessment 2022/23

Appendix 14.1

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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ASSETS and SERVICES							
1a	Security of Town Hall Building	Theft Maintenance Staff Safety Third person use	1	2	2 Low	Building property insured and reviewed annually. Alarm systems with automatic response for Town Hall. Low crime rate in Congleton. Weekly fire alarm checks and annual servicing. Record all incident Third parties sign a contract re liabilities. CCTV installed throughout the building	Weekly checks of property and actions taken to correct maintenance. CCTV Policy written and adopted –checked <u>ed</u> -annually
1b	Security of Town Treasures	Theft, damage	1	3	3 Med	Treasures locked in the safe. Keys held by CO and current Mayor. CCTV installed to view door of safe. Responsible person with treasures at all times if used for ceremonial or public viewing. <u>Town Treasures signed in and out if taken out of the building (date and name of person taking)</u>	Regular checks need by Town Hall Manager /CO
1c	Maintenance of Town Hall, Museum	Not adequate budget for grade 2 building H&S – antisocial behaviour	1	3	3 Med	Ensure budget set for maintenance through Town Hall <u>and Asset</u> Committee and Council. Town Hall Manager to inspect property on regular basis for maintenance issues	Monitor budgets
1d	Town Hall Car parking area	H&S – vehicles and people	1	3	3 Med	Lighting, CCTV -and sign added and general maintenance	Regular checks by Town Hall Manager
1e	Paddling Pool	Health and Safety Risk to workers, public and users	2	3	6 High	Staff trained and Paddling Pool supervised when open. <u>Detailed Method of Operating Procedures used by staff</u>	Check procedures annually, make sure staff training is up to date.

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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		Theft and damage to pump room and area. Storage of Chemicals				COSH Sheets and written procedures in place Detailed lock up procedures Insurance and Public Liability in place. Maximum number policy added for busy periods which has been implemented during hot weather since summer 2018. <u>A new booking system in place to ensure attendees do not go over maximum capacity.</u>	
<u>1f</u>	<u>Paddling Pool</u>	<u>Finance: Increase in costs will have an impact in Precept or other areas of the Council</u>	<u>2</u>	<u>2</u>	<u>Med</u>	<u>Reviewing operating hours and ability to charge for entry</u>	
<u>1f1g</u>	Hillary Avenue Allotments –CTC owns the land	H&S of users Safety of site	1	2	<u>2</u> Low	Work closely with the Allotment Association who manage the allotments on a day to <u>day-to-day</u> basis. Regular Site inspection. CTC public liability insurance	Review contract and working arrangement
<u>1g</u> <u>1h</u>	Cenotaph Memorial Sgt Eardley statue Treo memorial <u>and Our Elizabeth statue</u>	Vandalism, damage, deterioration	1	3	<u>3</u> Med	Regular checks of site for vandalism and damage included on our asset register for insurance. Within range of Town CCTV. <u>Annual waxing of statues and a maintenance plan in existence for stone.</u> New uplighters being added 2020.	Part of Streetscape checks
<u>1h1i</u>	Community Garden	H&S of users	1	2	<u>2</u> Low	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance. Regular volunteers working on site	Part of Streetscape checks

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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						have signed the volunteer register. Volunteer policy updated 2019.	
1 1j	Community Polyunnel	H&S of users Theft/vandal	1	1	1 Low	Regular of inspection of site. Extra checks when used. Nothing of value kept here. CTC insurance	Part of Streetscape checks
1 1k	Christmas Lights	Theft. Safety of use	1	1	1 Low	Insured through Town Council and stored securely. Use of professional operator to check, service, install and remove lights. Anchor points checked, tested and certified on rotation as best practice	Renewal of <u>three-year contract with trained equipped and licenced contractor in place for installation, maintenance and storage. Currently in year two which includes maintenance underway for 2021–2023 inclusive.</u>
1 1l	Streetscape Services - Operations	Health and Safety risk to workers, public and contractors Contract changes	1	3	3 Med	Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes	Streetscape Manager to check risk assessments and training annually.
1 1m	Events <u>in the Town Hall</u>	Health and Safety risks to workers, volunteers, contractors and public . <u>Risk to Town Council and Town Hall reputation</u>	1	3	3 Med	<u>Often organised by third parties. Commercial partner assumes responsibility for event. Organisers asked for Risk Assessment and Public Liability. in place for each event</u> <u>Only approved caterers used.</u> <u>Bar services must be through Town Hall DPS</u> <u>SIA door staff used when evening party event involving alcohol.</u> <u>Bookings are not accepted for 18th birthday parties.</u> <u>Public liability put in place for events</u>	Maintain existing procedures, <u>and to be reviewed during 2022-23 once future arrangements decided.</u>

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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						<u>All documentation from third parties checked. Volunteer policy updated</u>	
<u>1n</u>	<u>Town Council led events.</u>	<u>Health and Safety risks to workers, volunteers, contractors and public . Risk to Town Council reputation</u>	<u>1</u>	<u>3</u>		<u>Public liability put in place for events</u> <u>All documentation from third parties checked. Volunteer policy updated</u> <u>All major events are sent to CEC Event Safety Advisory Group for clearance. All contractors RAMS checked.</u>	<u>Maintain existing procedures and ensure new staff are trained.</u>
<u>1om</u>	Licences	Financial penalty/liabilities for not having correct licences	1	2	<u>2</u> Low	All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually Premises Licence held for Town Hall and Town Centre	Maintain existing procedures
2	Finance and Contracts						
<u>2a</u>	Banking	Failure of Bank	1	3	<u>3</u> Med	Funds located in 3 separate banks Policies in place in Financial regulations	RFO continual monitoring
<u>2b</u>	Investments	Level of investment	1	1	<u>1</u> Low	Investment policy in place	RFO and Council to review annually or potentially sooner if negative interest rates.
<u>2c</u>	Precept	Precept sum inadequate Late Payment from local authority	1	2	<u>2</u> Low	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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2d	Financial controls and records	New member of staff replacing experienced RFO	2	2	4 Med	New RFO to <u>undergo CPD training when available, be qualified AAT or similar and to undergo training.</u> Financial Regulations reviewed annually. Internal and External audits and regular Finance and Policy Committee Meetings	Maintain existing procedures and provide training to new RFO
2e	Petty Cash	Payments not accounted for	1	1	1 Low	All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations. <u>Petty cash to be verified twice yearly.</u>	Maintain existing procedures
2f	Cash	Loss through theft or dishonesty	1	1	1 Low	Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich.	Maintain existing procedures
2g	Bank Reconciliations	Inadequate Checks Bank Errors	1	1	1 Low	Bank reconciliations completed monthly and verified by a member of Finance and Policy committee. Checked via Internal Audits and reported to every Finance and Policy Committee	Maintain existing procedures
2h	Budgetary Process	Inadequate budget preparation leading to inability to fulfil obligations	1	1	1 Low	Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and External audits in place and follow financial regulations.	Maintain existing procedures
2i	Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	1	3	3 Med	All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations. List of payments presented to Finance	Maintain existing procedures

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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						Committee. Clear audit trail of all expenditure and checked via Internal Audit	
2j	Approval of Expenditure	Unauthorised purchase Fraud	1	3	3 Med	All payment orders authorised by Council as per Financial Regulations.	Maintaining existing procedures
2k	Cheque Books	Loss of Cheques Fraudulent use	1	3	3 Med	All cheque books are kept locked in the office. All cheques double signed by 2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	Maintaining existing procedures but currently due to Covid all payment made by BACs – worth continuing post Covid.
2K(i)	BACs payments	Payment to wrong supplier	1	1	1 Low	Finance Officer Asst pr produces bank schedule and emails to 2 signatories and inputs to bank. RFO authorises bank payment <u>whilst also double checking bank details and amounts.</u>	Maintain existing procedures
2l	Credit Card	Loss of Card Fraudulent use	1	1	1 Low	Credit card kept double locked in Council office. Usage set out in the financial regulations. Current credit limit £3000	Maintaining existing procedures
2m	Salaries	Incorrect payments to staff	1	2	2 Low	Use external professional team Mitten Clarke to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient	Maintaining existing procedures

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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						trained staff in place to undertake the task. RFO double checks sheet prior to processing.	
2n	Annual Return	Not submitted on time Incorrectly completed	1	3	3 -Med	RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required. RFO to produce an annual timetable to highlight deadline dates.	Maintaining existing procedures
2o	Streetscape Contract	Reduction of revenue through Service Level Agreement. CEBC or third-party take-over	2	2	4-Med	Keeping standards high. Examination and review of agreed contract 2021. Exploring additional external contracts. Look to align any third-party hire contracts with Service Level Agreement. Review of operating procedures	Review by Chief Officer and Streetscape Manager Record Risk of longer-term contract
2p	Catering / events support for Town Hall	Previous contract expired March 1 st 2021 – Delay in appointing new provider (s) impacting on ability hold and service events	2	2	4-Med	Following the end of the previous contract Town Council to review the future of events and catering needs in the Town Hall to provide a service that is good for customers, the Town Council and future partner(s)	Develop a new framework for a contract based on future needs of the Town Hall post COVID-19
2q	Town Hall Room Bookings	Linked to 2p – future use of the Town Hall					To be reviewed in line with outcome 2p

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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2r	Congleton Information Centre	Staff, customers, financial risk,	<u>1</u>	<u>3</u>	<u>3-Med</u>	Front line staff who take cash – banking procedures in place and safe on site. Doors locked before cashing up takes place. Weekend workers never in the building alone Third party ticket sales – contracts in place making clear no liabilities to CTC Financial regs for purchasing goods in advance of sales	Ensure all policies in place and understood by all staff in the CIC Ensure contracts are in place for new ticket suppliers.
2sf	New Suppliers	VAT & Bank accounts/Payments fraud	<u>2</u>	<u>2</u>	<u>Med</u>	Full checks on all new suppliers taken on including VAT number check, Companies House check, and bank account check. All confirmation required on letterhead paper separate to invoice received.	New supplier form has been introduced which included checklist of online checks required.
3	Legal Liabilities						
3a	Ensuring the Council Acts within its legal powers	Ultra Vires Acts incurring financial liability	1	2	<u>2-Low</u>	Chief Officer and two <u>three</u> members of staff CiLCA qualified. Use of manuals, advice from NALC and SLCC.	Maintaining existing procedures
3b	Insurance	Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed.	1	3	<u>3-Med</u>	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by Council. Annual update of asset values and checks of contracts and policies.	Maintaining existing procedures Update Asset Register annually Review overall valuation of the Town Hall being the Town Councils key Asset
3c	Compliance with Inland Revenue Requirements	Payments missed. Year-end returns inaccurate or submitted late.	1	3	<u>3-Med</u>	Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.	Maintaining existing procedures

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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3d	Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault	1	3	3 Med	Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Regular contact with streetscape staff and Lone Workers.	Risk Assessments reviewed by managers at least annually.
3e	Legal Liability as a consequence of Asset ownership	Injury caused through fault with asset or incorrect training in operation.	1 0	3	3 Med	Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually or as needed. Appropriate training given.	Under constant review
3f	Computer Records	Reliability of system. Loss of data through system error or theft.	1	3	3 Med	Office 365 now used with replacement server within the Cloud. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus software and Firewall. Confidential files password protected	Maintaining existing procedures
3g	Paper records	Storage of ancient documents Retaining documents appropriately	1	1	1 Low	Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.	
3h	Tendering Process	Procedures not followed for significant contracts. Best value not achieved. Fraud.	1	3	3 Med	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer	Maintaining existing procedures

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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3i	Register of Members Interests	Not maintained in accordance with Code of Practice	1	2	2 Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Written declarations of interests submitted to the office by councillors.	Maintaining existing procedures
3j	Proper Document Control	Documents unaccounted for. No proof of documents received.	1	1	1 Low	Filing system established and updated. Data Protection Act and GDPR requirements in place. Document retention policy in place. Councillors' mail available for collection – currently scanned and emailed.	Maintaining existing procedures
3k	GDPR	Failure to safeguard personal information. Misuse of information lead to break of regulations	1	3	3 Med	Firewall and IT security regularly updated. Database audit checked annually. Data protection and privacy policy published. ICO registration checked and paid annually. All data collection sheets state purpose and how stored and used.	Maintain existing procedures
3l	Climate Change Emergency	Failure to reduce carbon impact from services and activities and to meet mitigation measures to meet Climate Change Emergency	2	2	4 Med	Establishment of a Green Working Group for the town council which monitors carbon footprint.	Consider Environmental impact on all services and activities.

Business Risk Assessment 2022/23

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	23 rd March 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	15 Second 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 2021/22. 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 the Finance and Policy Committee and Council.</p>		

<p>Updates</p>	<p>This second interim report for 2021/22 was completed remotely, in mutual agreement with the RFO and Auditing Solutions Ltd. There are no areas of concerns or issues raised: There are 2 points to carry forward from the first interim audit:</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 was due to be presented to the agenda of the Finance and Policy Committee in March 2022 but will now be presented at a future meeting.</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>Decision requested</p>	<p>That the Finance and Policy Committee receive the second interim report for 2021-22</p>



Congleton Town Council

Internal Audit Report 2021-22: Interim update

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2021-22 financial year which was completed by 23rd November 2021 and 4th February 2022. We have undertaken the update review and we wish to again 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 reviews 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 continues to maintain 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 and January 2022;
- 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 and January 2022 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 our final review.

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 December 2021.

We previously 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 continued 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 our final review.

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 continued work in this area examining a sample of payments to January 2022.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to December 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 our final review.

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 21-22 was formally approved by Finance & Policy Committee in March 2021.

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

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 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.

Precept Determination and Budgetary Control

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

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

We also note that the Council approved a precept of £996,333 for 2022-23 at its December 2021 meeting.

Conclusions

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

Review of Income

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

- At the interim 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.
- At this interim update review, we have reviewed the management controls and income from the Town Hall bookings and are satisfied that the records and the accounts are operated in a satisfactory manner.

- Examined the “Aged debtors schedule” generated by the accounting software and note 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 and unpaid invoices for the year to January 2022 to ensure that no obvious coding errors or other anomalous entries are apparent of which the Council are unaware.

Conclusions

We are pleased to record that there are no significant issues in this area. We will ensure that the income is correctly reported in the Annual Governance and Accountability Return.

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 our final review.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	23 rd March 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	16 Amendments to the Grant and Funding Policy		
Background	In recent meetings it was discussed that the Grants and Funding Policy was due for a review and possible update. See Appendix 16.1.		
Updates	<p>Item 5 added:</p> <p style="text-align: center;">1. A Charity or Group based outside of Congleton as long as the project benefits resident of Congleton.</p> <p>Item 9 updated to:</p> <p>The Council will normally require details of the structure and funding of the organisation, and will probably request copies of budget/accounts and business plans for applications over £250.</p> <p>Other suggestions inserted into the draft document for discussion:</p> <ul style="list-style-type: none">• 17 - The Council will accept retrospective applications up to a maximum period of 3 month of the event/project completion.• 24 - Per Group/Charity there may be only two successful applications per financial year.• 25 - There is a 10 working days deadline prior to a meeting for all information to be submitted in order for an application to be presented.• 26 - Grants awarded by Congleton Town Council should only be used for the original project in the application.• 27 - Organisations are required by law to have taken out appropriate public liability insurance. Congleton Town Council expects all applicants to have complied with this legal requirement.• 28 - Congleton Town Council would encourage the applicants to attend the meeting to support the application to enable any queries /presentation.		
Decision Requested	To discuss and approve updates to the Grants and Funding Policy and recommend to Council for adoption into the Constitution.		

CONGLETON TOWN COUNCIL

GRANTS & FUNDING POLICY

1. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
2. Grant forms will be scrutinized to ensure they meet the criteria set out in the Grants and Funding Policy, before being put forward for decision at the Finance and Policy Committee. Applications which do not meet the criteria will be rejected and returned.
3. The Town Council as a body does not affiliate to any political party and legally cannot provide grant or support to any party political activity.
4. The Town Council does not affiliate to any religious group; however applications will be considered where there is a clear community wide benefit.
5. Requests for grant aid or sponsorship of an event will only be considered from the following categories of applicant:
 - A Congleton Town – based charity
 - A Charity or Group based outside of Congleton as long as the project benefits resident of Congleton.
 - An organisation serving the needs of the citizens of Congleton
 - Citizens of Congleton requesting grant aid with a project/event, which will be for the benefit of a wider group in Congleton.
 - A Congleton based club/association/organisation serving a specific section of the community or the community as a whole.
6. Applications will only be considered when made on a formal application form with all relevant sections completed.
7. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Congleton Town.
8. The Council will give priority to the projects/organisations which progress one or more of its corporate objectives.
9. The Council will normally require details of the structure and funding of the organisation, and ~~will probably may~~ request copies of budget/accounts and business plans for applications over £250.
10. The Council will require details of any project which is the subject of the

Appendix 16.1

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application, including standards to be attained, costs, timescales and how the remainder of the funding will be provided.

11. The Council will normally only fund the up to a maximum of 50% of a project cost and priority will be given to requests for grants of £250 or less. Any request above £250 will require detailed justification for the project including matched funding as a prerequisite.

12. Sponsorships - When there is a request for sponsorship, it needs to be clearly demonstrated how the Town Councils' support will be recognised.

13. Grant requests for tangible products or services.

Quotes are required for grant applications as follows:

- | | |
|------------------|--------------|
| • Under £250 | No quotes |
| • £251 - £500 | One quote |
| • £501 - £1,000 | Two quotes |
| • £1001 or above | Three quotes |

14. Applicants will be required to state the amount of grant sought from the Council and provide details of other grants or awards applied for or gained, which must be disclosed in full.

15. Where projects cross financial years, the Council may "ring fence" an approved amount of grant. It will reserve the right to withdraw approval where a project does not look likely to go ahead within a 12 month period from the grant approval date.

16. Payment will not normally be made until a project has been completed. Payments will then only normally be made against a formal receipt or invoice. Stage payments may be approved for larger projects.

17. The Council will accept retrospective application up to a maximum period of 3 month of the event/project completion.

17-18. The Council will usually only consider requests for specific projects, not on-going or core costs. The exceptions to this will be "pump-priming" to help organisations get established or organisations which deliver a substantial part of the Council's priorities.

18-19. The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support "in kind", rather than provide grant assistance.

19-20. An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The

Appendix 16.1

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evaluation form must be returned to the Council within 4 weeks of completion of the project. Future requests for grants will be jeopardised if this is not completed.

~~20-21.~~ The Council will advertise its Grant and Financial Assistance Scheme widely to ensure an equitable distribution of resources.

~~24-22.~~ For grants and sponsorship, the applicant will acknowledge the contribution made by the Council when arranging promotional activity or literature, including press releases relating to the application.

~~23.~~ The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Action.

~~24.~~ Per Group/Charity there may be only two successful applications per financial year.

~~25.~~ There is a 10 working days deadline prior to a meeting for all information to be submitted in order for an application to be presented.

~~26.~~ Grants awarded by Congleton Town Council should only be used for the original project in the application.

~~27.~~ Organisations are required by law to have taken out appropriate public liability insurance. Congleton Town Council expects all applicants to have complied with this legal requirement.

~~22-28.~~ Congleton Town Council actively encourages applicants to attend the meeting to support the application to enable any queries /presentation

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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	23 rd March 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	17 Annual Pay Agreement 2021/22		
Updates	<p>The National Association of Local Councils (NALC) have made contact and confirmed that the Annual Pay Award for 2021-2022 has been settled at 1.75%.</p> <p>The agreed the new rates of pay are applicable from 1 April 2021, employers are encouraged to implement this pay award as swiftly as possible.</p> <p>The award was implemented in the March 2022 salaries and all back pay due was paid as part of the March payroll, this was paid to all staff.</p>		
Decision Requested	<p>To note:</p> <p>1- Annual Pay Agreement award of 1.75%</p> <p>2- To note that the back pay due from 1st April 2021 was paid in March 2022 salaries.</p>		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	23 rd March 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	18 Petty Cash Verification		
Background	Within the first Interim Audit of 2021-22 it was highlighted that the annual verification of Petty Cash was due to take place.		
Updates	The Petty Cash account was verified on 9 th March 2022 by Cllr Robert Douglas, see Appendix 18.1. Going forward, the verification of Petty Cash will take place twice each year, in September and March.		
Decision Requested	To note the verification of the Petty Cash as of 9 th March 2022.		

Appendix 18.1

JAN22/Feb22

4162/280 4023/101 4020/101 4041/221 4022/10:3020/221 4162/34 4222/102

Date	Supplier	Ref	Total out	Total In	Balance	Vat Inc	Exempt	VAT	NET		S/S misc	stationer	refresh ments	property maint	postage	catering	YC	Other	Details
Balance b/fwd					28.50			105											
Replen					28.50			0.00	0.00										
04/01/22	Replenishment #008976			171.50	200.00			0.00	0.00										
12/01/22	Morrisons	1878	1.25	✓	198.75		1.25	0.00	0.00				1.25						Milk
25/01/22	Morrisons	1879	8.50	✓	190.25		8.50	0.00	0.00				8.50						Coffee & tea
25/01/22	Morrisons	1880	1.25	✓	189.00		1.25	0.00	0.00				1.25						Milk
01/02/22	Buttylicious	1881	37.50	✓	151.50		37.50	0.00	0.00							37.50			Refreshments
03/02/22	Morrisons	1882	1.25	✓	150.25		1.25	0.00	0.00				1.25						Milk
02/02/22	Amazon/Staff Expenses	1883	23.92	✓	126.33	23.92		3.99	19.93									19.93	Phone cover & protector (CD)
09/02/22	Morrisons	1884	1.25	✓	125.08		1.25	0.00	0.00				1.25						Milk
23/02/22	Morrisons	1885	2.99	✓	122.09		2.99	0.00	0.00							2.99			Juice for event
01/03/22	Morrisons	1886	2.50	✓	119.59		2.50	0.00	0.00							2.50			Milk for event
02/03/22	Amazon/Staff Expenses	1887	17.08	✓	102.51	17.08		2.85	14.23			14.23							Phone cover & protector (SVS)
06/03/22	B&Q	1888	36.00	✓	66.51		36.00	0.00	0.00									36.00	Wallpaper for 750 event
08/03/22	WH Smith	1889	3.25	✓	63.26		3.25	0.00	0.00			3.25							Card
					63.26			0.00	0.00										
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					63.26			0.00	0.00										
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					63.26			0.00	0.00										
					63.26			0.00	0.00										
					63.26			0.00	0.00										
	TOTAL		136.74	171.50		✓ 41.00	95.74	6.84	34.16	0.00	0.00	17.48	13.50	0.00	0.00	42.99	0.00	55.93	0.00

TOTAL SPENT VAT + EXEMPT

136.74

136.74

Total spent in month	136.74
To be reimbursed	136.74
Balance available	63.26

BALANCE CHECK

20.00	40.00
10.00	
5.00	5.00
2.00	-
1.00	1.00
0.50	1.50
0.20	6.60
0.10	0.60
0.05	0.60
0.02	0.14
0.01	0.12

Tin check 4/1/22

Various

New receipts
TIN BALANCE

63.26

Agreed
in

Agreed
m 9/3/22

008975 Replen Cheame
8 Mar 22.

008975 Replen Cheame
8 Mar 22.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	23 rd March 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	19 Community Infrastructure Levy (CIL)		
Background	<p>The Community Infrastructure Levy (CIL) was adopted by Cheshire East Borough Council on 21st February 2019 with effect from 1st March 2019. CIL is a planning charge introduced across England and Wales by The Community Infrastructure Levy Regulations 2010 (as amended). CIL is used by Local Authorities to help fund a wide range of infrastructure that is needed as a result of development.</p> <p>CIL money for Town and Parish Councils</p> <p>In areas where the CIL levy operates, Parish Councils will receive a ‘neighbourhood proportion’ of the CIL money raised within their Parish. This neighbourhood proportion is up to 25% of CIL receipts in areas with an adopted Neighbourhood Plan, and up to 15% (capped at £100 per existing council tax dwelling) in areas without a Neighbourhood Plan.</p> <p>Town and Parish Councils' expenditure of CIL money</p> <p>CIL revenue must be spent on infrastructure proposals. The Government has provided a wide definition of what can be considered infrastructure. ⁽¹⁾</p> <p>Outside of this, Town and Parish Councils receiving CIL money will be able to decide how to spend their percentage of money collected. In certain cases, the Council may look to work with Towns and Parishes to pool contributions to help fund key infrastructure projects. CIL monies cannot be spent on everyday expenditure.</p> <p>(1 The CIL is Governed by the Community Infrastructure Levy Regulations 2010 (as amended Community Infrastructure Levy (Amendment) Regulation 2013))</p>		
Updates	<p>Each Year we must prepare a report to show our receipts and expenditure of any CIL funds received. See Appendix 20.1. The report must be forwarded to the Charging Authority no later than 31st December following the relevant financial year.</p> <p>The amount will be transferred to an ear Marked Reserve at financial year end.</p>		
Decision Requested	To receive the Community Infrastructure Levy report.		



COMMUNITY INFRASTRUCTURE LEVY MONITORING REPORT 2021-2022

This report is published in accordance to Regulation 62a of the Community Infrastructure Levy 2010 (as amended the Community Infrastructure Levy (Amendment) Regulation 2013) and covers the financial year from 1st April 2021.

CIL RECEPTS

Development Reference	CIL Received
Received 10 th June 2021	£304.24
Total CIL Received during 2021-2022	£304.24

CIL EXPENDITURE

Project	CIL Expenditure
	£0

CIL RESERVE BALANCES

Details	Amount
01 st April 2021	£0
Expected movement to reserve on 31 st March 2022	£304.24

