



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

2nd June 2022

To: **MEMBERS OF THE FINANCE & POLICY COMMITTEE**

Dear Councillor,

You are summoned to attend a meeting of the Finance and Policy Committee to be held on **Thursday 9th June 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 23rd March 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:

- **Update to Financial Regulations: See item 18**

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 (Enclosed)

To receive a statement to show carry forward balances from 2021-2022 and current position as at 1st April 2022.

8. New Applications for Financial Assistance (Enclosed)

- **8.1 Grant Ref 01/2223 Congleton Partnership**
- **8.2 Grant Ref 02/2223 Congleton Harriers**
- **8.3 Grant Ref 03/2223 Congleton Community Projects**
- **8.4 Grant Ref 04/2223 Company Corner**
- **8.5 Grant Ref 05/2223 Congleton Heritage and Antiques Festival**

9. New Grant Activities Monitoring Forms (Enclosed)

To receive the New Grant Activities Monitoring Forms from:

- **9.1 Rotary Club of Congleton**
- **9.2 Congleton Harriers**
- **9.3 Mossley Old School Trust (Letter of Thanks)**

10. Management Accounts (Enclosed)

To receive and approve the Management Accounts to 31st March 2022.

11. Bank Reconciliation (Enclosed)

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

12. Savings Account Balances (Enclosed)

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

13. List of Payments (Enclosed)

To receive and approve the Payments lists between 1st February and 31st March 2022.

14. Fixed Asset Register (Enclosed)

To receive the Fixed Asset Register as at 31st March 2022.

15. Unaudited Financial Statements (Enclosed)

To receive and approve the Unaudited Financial Statements for year ending 31st March 2022 and to recommend to Council on 22nd June 2022 for approval.

16. Internal Audit Report (Enclosed)

To receive the final Internal Audit report for year ending 31st March 2022 and recommend to Council on 22nd June 2022 for approval.

17. Annual Governance and Accountability Return (AGAR) (Enclosed)

To receive and approve the Annual Governance and Accountability Return (AGAR) for the year ending 31st March 2022, and to recommend to Council on 22nd June 2022 for approval and submission to the external auditors, PKF Littlejohn, by 30th June 2022.

18. Update to Financial Regulations (Enclosed)

To accept the addition to the Financial Regulations and to recommend to Council for approval and adoption into the constitution.

19. Staff Drug & Alcohol Testing Policy (Enclosed)

To approve the request of random and with cause Drug and Alcohol Testing of all personnel and operatives.

20. Approval of Invoices (Enclosed)

To approve payment of 2 invoices to The Police and Crime Commissioner for Cheshire for allocation of PCSOs, relating to the financial year 2021-2022. Payment to be made from budget line 4162-303, Crime Reduction, allocation of funds have been carried forward from 2021-2022 budgets.

- **20.1 Invoice 110720003697 £8,320 for Quarter 3 2021-2022**
- **20.2 Invoice 110720004301 £8,320 for Quarter 4 2021-2022**

21. Winter Gritting 2023/24 (Enclosed)

To consider an option from Cheshire East Council for Town and Parish Councils to pay for additional gritting.

22. Resolution to exclude members of the press and public from item 23 due to private staff process matters

23. Cash Handling Policy (To follow)

To review and approve the draft Cash Handling Policy and to recommend to Council for approval and adoption into the Constitution.

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,
Denis Murphy, Jean Parry, James Smith

Ex-Officio: Cllr Margaret Gartside (Town Mayor); Cllr Rob Moreton (Deputy 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 Wednesday 23rd March 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 23rd March 2022.](#)

PRESENT Committee members:

Cllr Robert Douglas (Chair)
Cllr Jean Parry
Cllr R Moreton
Cllr D Amies
Cllr D Brown

Also present:

Congleton Town Council Officers:

- David McGifford (Chief Officer)
- Serena Van Schepdael (Responsible Financial Officer)
- Press
- 6 members of the public (3 left the meeting at 7.14pm and 3 left at 7:18pm)

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 Russell Chadwick
 Cllr J Smith
 Cllr S Akers Smith
 Cllr D Murphy (Mayor – Ex Officio)
 Cllr M Gartside (Deputy Mayor – Ex Officio)

2. Minutes of Previous Meetings

FAP/62/2122 RESOLVED to approve the [minutes of the Finance & Policy Committee held on 27th January 2022.](#)

3. Declarations of Interest

Cllrs David Brown and Rob Moreton declared a non-pecuniary interest on any matters relating to Cheshire East Council. Cllr Robert Douglas declared a pecuniary interest in item 8 16/2122 and stated he would leave the room during that item.

4. Outstanding Actions

Review of Grants and Funding Policy, which was discussed in item 16.

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/63/2122 RESOLVED to receive the statement showing the current position as at 31st January 2022.

8. New Applications for Financial Assistance

FAP/64/2122 RESOLVED to award the following grants:

(Prior to Grant application **16/2122** it was resolved that Cllr Jean Parry Chair this application, Cllr Robert Douglas left the room at 7:15pm Cllr Jean Parry took over as Chair. After discussion and resolution Cllr Robert Douglas returned to the room as Chair at 7:18pm)

- **Grant Ref 12/2122 Congleton Live CIC Ltd - £500**
- **Grant Ref 13/2122 Parents /Guardians of Smallwood School Academy - £500**
- **Grant Ref 14/2122 Friends for Leisure - £1,000**
- **Grant Ref 15/2122 Congleton Pride - £500**
- **Grant Ref 16/2122 Mossley Old School Trust –£1,000**
- **Grant Ref 17/2122 Beartown Patchwork & Quilters - £400**

9. New Grant Activities Monitoring Forms

FAP/65/2122 RESOLVED to receive the New Grant Activities Monitoring Form from 3rd Congleton Brownies and 2nd Congleton West Rainbows.

10. Management Accounts

FAP/66/2122 RESOLVED to receive the Management Accounts as at 31st January 2022.

11. Bank Reconciliation

FAP/67/2122 RESOLVED to receive the bank reconciliation as at 31st January 2022.

12. Savings Account Balances

FAP/68/2122 RESOLVED to receive the Savings Account balances as at 31st January 2022.

13. List of Payments

FAP/69/2122 RESOLVED to receive and approve the Payments lists between 1st December 2021 and 31st January 2022.

14. Annual Review of the Business Risk Assessment

FAP/70/2122 RESOLVED to approve the presented updates to the draft Business Risk Assessment for 2022/23 and before recommendation to Council for adoption, discuss and include additional actions for the Paddling Pool.

15. Second Interim Internal Audit Report 2021/22

FAP/71/2122 RESOLVED to receive the Second interim Audit for 2021-2022.

16. Amendments to the Grants and Funding Policy

FAP/72/2122 RESOLVED to approve the amendments to the Grants and Funding Policy and recommended this to Council for adoption into the Constitution.

17. Annual Pay Agreement 2021/22

FAP/73/2122 RESOLVED to:

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

FAP/74/2122 RESOLVED to receive the verification of the Town Council's Petty Cash Account balance.

19. Community Infrastructure Levy (CIL)

FAP/75/2122 RESOLVED to receive the Community Infrastructure Levy report.

**Cllr Robert Douglas
(Chair)**

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Congleton Town Council

Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR01/2223
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1.1	Applicant(s):	Congleton Partnership
1.2	Representing:	Congleton Partnership
1.3	Email Address:	Cathy.dean@congleton-tc.gov.uk
1.4	Tel No.	01260 270350 Ext 7
1.5	Project Title:	Congleton Inclusive Play Roundabout
1.6	Project Objectives:	Wheelchair accessible inclusive roundabout with a seat & scooter Removing existing paving slabs and installation.
1.7	Brief Project Description:	<p>Congleton Park is the main park for children in the area and is loved by many children but there is currently no wheelchair accessible play equipment, we want to put this right!</p> <p>This inclusive wheelchair roundabout can accommodate a wheelchair and carers. Two users can sit and more can stand if they choose to do so. The wide central space facilitates a range of wheelchairs. Bump stops on both sides give a position to apply the wheelchair roundabout brakes. The 'roll on roll off' design enables users to exit in a forward position. Children can stand on the scooter using their outer foot they can propel the roundabout with ease.</p> <p>A lime green edge acts as a visual indicator for partially sighted users. A curved seat with a powder-coated frame and backrests enables 2 users to sit.</p> <p>Due to the bearing mechanism used this roundabout is free running for over two minutes. This gives users the chance to enjoy the experience rather than push all the time.</p>
1.8	Details accounts/budgets	Attached with the application.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£19,214
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	The money is a contribution to the total amount in the Cheshire East Crowd Fund Campaign.
2.4	Any ongoing costs:	Maintenance will fall under the management of the Congleton Play area
2.5	Details of <i>confirmed</i> match funding include source <i>Cash:</i> <i>In kind:</i>	At the time of application, we have 7 backers who have pledged £1140 We have had notice of a successful application to the MWMF of £500 Friends of Congleton Park have offered £250 We are hoping to be successful in the Cheshire East Crowd Fund and get 10k, the decision for this is the 11th of May.
2.6	Resources needed:	N/A
2.7	Estimated timescale of project from start to finish:	Our Crowd Fund campaign ends on 01/07/22. We need to have raised the necessary funds. Then we will have to instruct the contractor, anticipated end of September.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<p>Every playground should have play equipment for all children, play is beneficial for children of all ages and if a child has a disability, outdoor play can be so important.</p> <p>If a child has a disability their options can be limited, inclusive play equipment increases confidence, helps to improve social skills, can improve physical and mental health.</p> <p>It's important for families with disabled and able-bodied children to be able to play together, this piece of equipment provides fun for all children and carers/parents - fun for the whole family!</p> <p>It also helps children to make positive relationships and learn not to bully or discriminate. Children learn through play, providing an inclusive supportive environment should be the top aim for any play facility.</p>
3.2	Are there similar services/projects provided in the area	The closest inclusive play equipment is in Crewe and this needs a key to operate.

Part 4: Evaluation/Publicity

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	Congleton Partnership / Streetscape
4.2	<i>Describe how you will promote the Town Council in your project</i>	Town Council will be listed as a backer on the crowd funding page and mentioned on our social media channels.

Signature: Cathy Dean

Date: 26.04.22

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.

General comments

- **All income and expenditure** for the Partnership is held by Congleton Town Council within the Town Council Accounts and has its own nominal code
- **Auditing** The council's Responsible Financial Officer and the Partnership Officer reconcile the figures as a minimum on a quarterly basis, the figures are also audited by the council's internal auditor who reviews the accounts 3 times a year

Figures up to the 31.03.22

	Income	Notes	
		Period	1.4.21 to 31.03.22
1	Balances	Opening Balance 31.3.21	53291.16
2	Congleton TC	CTC grant for projects and overheads (not salary)	15000
3	Cheshire East Council	Annual Cheshire East Council grant -	8000
4	Cenotaph	Grant receipts eg various, local Trusts, individuals and businesses	2,262.11
5	Cenotaph	CTC transfer	1358.52
6	Defibrillators	Congleton Lions/P.Dane	2450
7	Tree Council	Trees for Congleton Grants	2351.03
8.	Cheshire East Council	Grant for AMI Volunteer Project	17500.00
9	Total receipts	Sub total	102,212.82
	Expenditure to date	For the period 1.4.21 to 31.03.22	
1	Youth	Contribution towards promoting youth activity	0
2	Dementia		2,351.55
3	Executive	Website, insurance, advertising of and supporting events	25,205.68
4	Cong Creative		230
5	Cenotaph	Expenditure to date this financial year	16,093.04
6	Refreshments	For meetings and some events	200.00
7	Room hire	For meetings and some events	637.50
8	Total Expenditure	Total expenditure for the period	£44,717.77
		Balance held in the account	£57,495.05

Committed Project and Groups Expenditure to date 30.11.21

	Project /Group	Allocation	Spent to date	Allocations not spent	Comments
	Projects in progress				
1	CSG – Zoom Kit etc	500	500	0	
2	██████ – MB Way	10,000	6,786	3214	
3	Youth Forum	1,778	0	1778	
4	Active Travel	500	500	0	
5	Town Centre cenotaph fees landscaping	7000	5805	1195	
6	Xmas Lights	1000	413	587	
7	Play day 2020	1050	1050	0	
8	CSG Green Fare	687	60	627	
9	Health and wellbeing fayre	754	678	76	
10	Dementia Grp (ongoing)	5650	2428	3222	
11	Dementia activity packs	2000	1769	231	Moved from projects agreed
12	Get Involved Bklt	1000	1000	0	
13	Air Quality	500	0	500	
14	Tree planting	7319	8303	-984	+ Tree Grants & Donations. Expecting another tree grant**
15	Elizabeth Group	5000	5000	0	Moved from projects agreed
16	Defibrillators	7450	3730	2970	+Lions funding – Awaiting delivery of Ambulance Station Defib
17	Cenotaph Stone Mason	10,000	5759	4241	Approved 8.6.21
18	Senior Forum	9000	1820	7180	Moved from projects agreed
19	Hydro Scheme	3000	3000	0	Moved from projects agreed
20	Mini Bus Support	4000	4000		Moved from projects agreed
	Total	78,188	52601	24837	
	Projects agreed / budgets allocated -				
1	Mini Bus Drivers			2000	
2	Recycling Scheme			2000	
3	Link Rd Roundabouts – Originally 6k			5000	1K allocated to Hydro (12)
4	Sports Pop Ups – Originally 8K			7000	1K allocated to Hydro (12)
5	Town Trail			500	
6	Congleton Inclusive Roundabout (Congleton Park)			1000	
7	AMI Volunteer Project			17500	
8	Air Quality Project/Cycling project			500	
9					
	Totals			35500	
	Projects to be developed				
1	Family based projects	0		0	
2	Enhance public space	0		0	
3	Community Food Growing	0		0	
4	Social Prescribing	0		0	
5	Heritage & History	0		0	

6	Local Business	0		0	
7	Pride in the Town	0		0	
	Est Costs	0	0	0	
	Summary of projects				
	Projects in Progress	78188	53856	24837	
	Projects agreed / budgets allocated -			35500	
	Projects to be developed	0	0	0	
	Totals			60337	
				Balance not allocated / spent -£2841	



Congleton Town Council

Application for Financial Assistance



Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR02/2223
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1.1	Applicant(s):	Phil Dawson
1.2	Representing:	Congleton Harriers
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	38 th Congleton Half Marathon 2nd October 2022
1.6	Project Objectives:	To promote running to the people of Congleton and surrounding areas, not only club runners but also non club runners of all running abilities and experience. To use surplus funds to support local charities and not-for-profit groups.
1.7	Brief Project Description:	<p>The Congleton Half Marathon is now in its 38th year and is well-known within the North West and Midlands running circle's calendar. It also forms part of the North Staffs Road Runners' Association's Race Programme.</p> <p>The race starts from Congleton High School, passes Radnor Bank then looping out via Marton and Swettenham before returning to the school.</p>
1.8	Details accounts/budgets	The race is organised purely by volunteers from Congleton Harriers Running Club and local groups. Based on 2021's expenditure we can give an estimate of total costs as £8465. Similarly, we can only give an estimate of likely income for 2022 based on previous numbers. It is forecast that 341 runners will enter, which based on current entry fees would generate an income of £8229 (not including other support)

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approximately £8465
2.2	Total contribution sought:	£750 Specifically costs for Medical services
2.3	What will the money be spent on?	Specifically, financial support will be used for hire of Gator Medical services for provision of emergency medical services on the day.

		Copy of last year's accounts is attached
2.4	Any ongoing costs:	Rental of storage space for equipment – estimated at £100 per annum. The majority of the large costs in 2.3 will repeat each year.
2.5	Details of confirmed match funding include source Cash: In kind:	None at this point in time.
2.6	Resources needed:	Specifically, financial support for medical services
2.7	Estimated timescale of project from start to finish:	Race is completed in one day and starts from 07:00. Planning, preparation and close off takes approximately 6 to 9 months of each year.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	<ul style="list-style-type: none"> • Promotes a positive image of Congleton outside the area. • Promotes an interest in running for people of all running abilities. • Encourages higher levels of fitness. • Feel good from raising monies for local charities. • This year's charities are: Congleton Food Bank, Astbury Mere Trust, East Cheshire Hospice. • Introduction to local running clubs. • Opportunity to support family, friends and local charities and organisations during the run. • Deployment of local groups as helpers e.g. Scouts, Brownies, ATC, etc. good for their personal development. • Reinforce links with Congleton High School, local businesses and community.
3.2	Are there similar services/projects provided in the area	Other local races, but not of this kind or scale nor on this specific day.

Part 4: Evaluation

4.1	How will the project be evaluated?	<ul style="list-style-type: none"> • A full profit and loss account will be prepared. • A formal post-race review meeting will take place. • A press report will be written. • External race referee representing UK Athletics will attend and write a report.
4.2	Who will carry out the evaluation?	<ul style="list-style-type: none"> • Race Committee • Congleton Harriers • UK Athletics

Signature: *P.B.Dawson*

Date: 12.5.2022

Quotation for Services



Scott@gator-events.co.uk
Gator Events Ltd



Quotation for Services

Date: 06/05/2022

Quotation Ref: GM 044

EVENT

Congleton Harriers (Congleton Half)

Event Date

Sunday 2ND October 2022

Event Times

9am-2pm

Resources Required

First Aiders x4

First Aid Treatment Centre

AED x2

We will aim to arrive and be set up by 8.00am to deal with any pre-event issues and be ready in plenty of time for the start. We will stay until the events completion.

The total cost of the cover is £750.00

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

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

Kind Regards,

Scott Dundas

www.gator-events.co.uk

Gator Medical is part of Gator Events Ltd

info@gator-events.co.uk

CONGLETON HALF MARATHON 2021

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

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

Congleton Town Council

Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR03/2223
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1.1	Applicant(s):	Jo Money
1.2	Representing:	Congleton Community Projects
1.3	Email Address:	jo@congletoncommunityprojects.org
1.4	Tel No.	
1.5	Project Title:	Congleton Food and Drink festival
1.6	Project Objectives:	The Festival is an popular, annual, all day Festival with nearly 100 produce stalls and street food pop-ups throughout the Town Centre. Now in its 13 th year the Festival has brought 20,000 + visitors into the town. Visitors normally have access to toilets in the Town Hall and the public ones in the bus station. This year however, we are not using the Town Hall and the public toilets are closed so we must provide this service
1.7	Brief Project Description:	We would like to hire 2 porta loos, one disabled and one ordinary, to place in front of the public toilets. The toilets would be delivered on the Sunday morning and removed after the event at 5pm. The Festival volunteers will ensure the toilets are kept clean and toilet paper and soap is provided.
1.8	Details accounts/budgets	Hire of the toilets from Stusloos has been quoted as £230 + VAT in total £276. We will also need to provide toilet paper and hand gel estimated at £24. Total £300

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£10,790. The cost of hiring the toilets has not been factored in to the budget.
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	Toilet hire and products
2.4	Any ongoing costs:	
2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	£50

2.6	Resources needed:	n/a
2.7	Estimated timescale of project from start to finish:	Sunday 12 th June – 1 day

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	Use of clean public toilets
3.2	Are there similar services/projects provided in the area	no

Part 4: Evaluation

4.1	How will the project be evaluated and who will carry out the evaluation?	n/a
4.2	Describe how you will promote the Town Council in your project.	The Town Council logo is included in our programme
4.3	Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO

Signature: Jo Money Date: 25/05/22

Report of the Directors and
Unaudited Financial Statements for the Year Ended 31st March 2020
for
Congleton Community Project Limited

Congleton Community Project Limited

Contents of the Financial Statements
for the Year Ended 31st March 2020

	Page
Company Information	1
Report of the Directors	2
Income Statement	3
Abridged Balance Sheet	4
Statement of Changes in Equity	5
Notes to the Financial Statements	6
Report of the Accountants	7
Detailed Income and Expenditure Account	8

Congleton Community Project Limited

Company Information
for the Year Ended 31st March 2020

DIRECTORS:

D A Daniel
J S Davies
D I Gorton
R L Grayson
Mrs A M Kanauros
D Murphy
D A Parker
Miss S Faulkner

SECRETARY:

J S Davies

REGISTERED OFFICE:

Address Redacted

02955169 (England and
Wales)

REGISTERED NUMBER:

ACCOUNTANTS:

Hammond McNulty LLP
Bank House
Market Square
Congleton
Cheshire
CW12 1ET

Congleton Community Project Limited

Report of the Directors
for the Year Ended 31st March 2020

The directors present their report with the financial statements of the company for the year ended 31st March 2020.

DIRECTORS

The directors shown below have held office during the whole of the period from 1st April 2019 to the date of this report.

D A Daniel
J S Davies
D I Gorton
R L Grayson
Mrs A M Kanauros
D Murphy
D A Parker
Miss S Faulkner

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

.....
D I Gorton - Director

Date:

Congleton Community Project Limited

Income Statement
for the Year Ended 31st March 2020

	31/3/20 £	31/3/19 £
TURNOVER	34,585	34,100
Administrative expenses	<u>33,851</u>	<u>33,295</u>
OPERATING SURPLUS and SURPLUS BEFORE TAXATION	734	805
Tax on surplus	<u>-</u>	<u>-</u>
SURPLUS FOR THE FINANCIAL YEAR	<u><u>734</u></u>	<u><u>805</u></u>

The notes form part of these financial statements

Abridged Balance Sheet
31st March 2020

	31/3/20 £	31/3/19 £
CURRENT ASSETS		
Debtors	323	173
Cash at bank and in hand	14,046	7,476
	<u>14,369</u>	<u>7,649</u>
CREDITORS		
Amounts falling due within one year	10,666	4,680
	<u>3,703</u>	<u>2,969</u>
NET CURRENT ASSETS		
	<u>3,703</u>	<u>2,969</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>3,703</u>	<u>2,969</u>
RESERVES		
Income and expenditure account	3,703	2,969
	<u>3,703</u>	<u>2,969</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

All the members have consented to the preparation of an abridged Balance Sheet for the year ended 31st March 2020 in accordance with Section 444(2A) of the Companies Act 2006.

The financial statements were approved by the Board of Directors and authorised for issue on and were signed on its behalf by:

.....
D I Gorton - Director

Congleton Community Project Limited

Statement of Changes in Equity
for the Year Ended 31st March 2020

	Retained earnings £	Total equity £
Balance at 1st April 2018	2,164	2,164
Changes in equity		
Total comprehensive income	805	805
Balance at 31st March 2019	2,969	2,969
Changes in equity		
Total comprehensive income	734	734
Balance at 31st March 2020	3,703	3,703

The notes form part of these financial statements

Congleton Community Project Limited

Notes to the Financial Statements **for the Year Ended 31st March 2020**

1. STATUTORY INFORMATION

Congleton Community Project Limited is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

3. EMPLOYEES AND DIRECTORS

The average number of employees during the year was NIL (2019 - NIL).

Congleton Community Project Limited

Report of the Accountants to the Directors of
Congleton Community Project Limited

As described on the Balance Sheet you are responsible for the preparation of the financial statements for the year ended 31st March 2020 set out on pages three to six and you consider that the company is exempt from an audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Hammond McNulty LLP
Bank House
Market Square
Congleton
Cheshire
CW12 1ET

Date:

Congleton Community Project Limited

Detailed Income and Expenditure Account
for the Year Ended 31st March 2020

	31/3/20		31/3/19	
	£	£	£	£
Turnover				
Grants	22,364		21,310	
Town Boards	1,250		1,320	
Event income	10,971		11,470	
	<u> </u>	34,585	<u> </u>	34,100
Expenditure				
Insurance	1,027		992	
Administrator	18,528		18,334	
Workshops and events	12,009		11,879	
Administration expenses	2,137		1,940	
Accountancy	150		150	
	<u> </u>	33,851	<u> </u>	33,295
NET SURPLUS		<u> 734</u>		<u> 805</u>



Congleton Town Council

Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR04/2223
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1.1	Applicant(s):	Liz Cardall
1.2	Representing:	Company Corner
1.3	Email Address:	Email address redacted
1.4	Tel No.	Number redacted
1.5	Project Title:	Company corner venue at Congleton Cricket Club
1.6	Project Objectives:	I run a coffee/cake morning every Monday at Congleton Cricket club for people who are on their own. We require extra mugs/teapots/tablecloths etc plus to send the ladies/gentlemen out on a day trip or treat them to a meal at the Cricket Club
1.7	Brief Project Description:	Its to keep all that attend in nice surroundings and to keep everyone talking and helping each other out at times off need.
1.8	Details accounts/budgets	We only charge 50p per person and we pay out for tea/coffee/milk and cakes. I keep it low so its affordable to everyone.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£500 approx.
2.2	Total contribution sought:	£300
2.3	What will the money be spent on?	To enable us to get more equipment i.e. cups/etc new tablecloths and to treat them to a lunch at the club (£10.00 per person). Plus a day out if possible

2.4	Any ongoing costs:	Tea/coffee/milk/cakes – the cricket club kindly give the room free of charge
2.5	Details of confirmed match funding include source Cash: In kind:	N/A
2.6	Resources needed:	Cash support
2.7	Estimated timescale of project from start to finish:	N/A

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	We give back to the community the coffee morning is open to anyone who is feeling lonely, we have found it to be a lovely group of people who after meeting on a Monday they have started to make arrangements between themselves. There is nothing like talking to other people. We have also had doctors' surgery's ringing up and sending some of their patients along who live on their own. All the people that come have found it very beneficial and have made new friends
3.2	Are there similar services/projects provided in the area	I don't think there is anything else like ours so close.

Part 4: Evaluation/Publicity

4.1	How will the project be evaluated and who will carry out the evaluation?	I will check everything out and costs are kept low.
4.2	Describe how you will promote the Town Council in your project	Cheshire East already knows about Company Corner, we have had visits from them many times.

Signature 

Date: 24.5.2022

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)	GR05/2223
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1.1	Applicant(s):	MR. Nino Mancì
1.2	Representing:	Congleton Heritage & Antiques Festival
1.3	Email Address:	congletonhanda@gmail.com
1.4	Tel No.	01260 [REDACTED]
1.5	Project Title:	Congleton Heritage & Antiques Festival 2022
1.6	Project Objectives:	To hold a festival to showcase Congleton's heritage. The festival will be partly online, creating a knowledge store of information, as well as live events in and around Congleton.
1.7	Brief Project Description:	Our 3rd biennial festival. Previously we have showcased over 50 events over the 2 weeks. Events include, talks, heritage walks, open days, theatre, music and famous guests from TV. This year we are commissioning a poem to mark Congleton's 750th celebrations.
1.8	Details accounts/budgets	we currently have £2000 in our account and expect to spend between £3,000-£3,500.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approximately £3,000-£3,500.
2.2	Total contribution sought:	£500
2.3	What will the money be spent on?	Room hire for speaker. Advertising, website updating. Two quotes already are £596 for victorian fairground stalls and £200 for poem.

2.4	Any ongoing costs:	our website is being hosted freely but there are annual updating fixed costs. www.congletonheritagefestival.com.
2.5	Details of confirmed match funding include source Cash: In kind:	we will match any fund any grant from our own funds. £2,000 Many hours of 'in kind' funding is also given to hold this festival every two years.
2.6	Resources needed:	To help run the Victorian fairground stalls we will need volunteer helpers, such as Rotary. Also Cheshire East will need to give permission to site the stalls in the town centre.
2.7	Estimated timescale of project from start to finish:	The festival runs between Sept 10th + 25th 2022.

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The festival hopes to attract visitors to Congleton and to increase interest in our unique and varied heritage. We are creating an online knowledge store which will be freely available for future use.
3.2	Are there similar services/projects provided in the area	There is nothing like this in the area.

Part 4: Evaluation/Publicity - 2 copies of the 2018 booklet available

4.1	How will the project be evaluated and who will carry out the evaluation?	We will track visitor numbers to each live and online event.
4.2	Describe how you will promote the Town Council in your project	By using the Town Council logo wherever we mention our supporter.

Signature

Date:

31st May 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.



Town Council Grant Activities Monitoring Form

1. Contact Details	
Organisation name:	ROTARY CLUB OF CONGLETON
Address:	[REDACTED], [REDACTED]
	CW12 [REDACTED]

2. Grant Information			
Grant Reference Number:			
Total project cost:	£460		
Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Receipt Amount:	£ 458.50.
Please list receipts below: BACS PAYMENT OF £458.50 TO LEX LEISURE CIC - RECEIPT ACKNOWLEDGED BY E-MAIL.			

3. Project Information			
When did the project commence?		4/5/6 MARCH 2022	
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, how will this be used? <ul style="list-style-type: none"> • 50% OF SPONSORSHIP MONEY BACK TO TEAMS PAYABLE TO THEIR OWN NOMINATED CHARITIES • 50% PAYABLE TO OUR 3 NOMINATED CHARITIES 			
Please explain how the grant money was used: <p style="text-align: center;">TO OFFSET THE COST OF THE HIRE OF THE SWIMMING POOL & LIFEGUARDS.</p>			

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

ALL THE CHARITIES RECEIVING FROM
THE SWIMATHON ARE LOCAL CHARITIES
WHICH HAVE HAD A LEAN TIME
DURING THE COVID PANDEMIC.

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)

ALL OUR PUBLICITY ON SOCIAL MEDIA,
LOCAL PRESS AND POSTERS SHOWED
CTC AS A SPONSOR.

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



Town Council Grant

Activities Monitoring Form

Appendix 9.2

1. Contact Details	
Organisation name:	Congleton Harriers
Address:	Currently meeting at Congleton Lawn Tennis Club, West Street, Congleton

2. Grant Information			
Grant Reference Number:	None sent to us		
Total project cost:	£1974.87		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£ 3723
Please list receipts below: Final accounts attached. Copy of Medical services invoice for which the grant was made also attached.		

3. Project Information			
When did the project commence?		Nov 2021. The race was 6th March 2022	
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, how will this be used? The funds will be used to provide training for club coaches, Safeguarding training, renewal of club equipment (we organize three races a year including the Congleton Half marathon from which all proceeds go to local charities). Rental to TC as the Leisure centre is closed			
Please explain how the grant money was used: To cover the cost of required Medical cover for the event. Without which it would be illegal for the event to proceed.			

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

To promote running as a means to stay fit and healthy for all ages and abilities.
To introduce local running clubs to the community and encourage membership.
Encourage community participation in the organisation of events
To provide support to local charities
Promote local businesses who get involved in the event.

4. Promotion

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

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

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

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

On the race facebook page, club website and during prize giving

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			<input checked="" type="checkbox"/>	
Relevance of guidelines			<input checked="" type="checkbox"/>	
Length of the process from submitting an application to receiving notification			<input checked="" type="checkbox"/>	
Advice given from the Town Council Grants Team (if applicable)		<input checked="" type="checkbox"/>		

MOSSLEY OLD SCHOOL TRUST

**122 Leek Road
Mossley
Congleton
CW12 3HX**



Appendix 9.3

Hi,

We would like to take this opportunity to thank you for accepting our Grant Application to Congleton Town Council for the refurbishment of our kitchen.

Your contribution of £1,000 is much appreciated.

We are looking to start the project in the next few months and will keep you informed of progress and completion. Please also keep an eye on our Facebook page at Mossley Old School for pictures and updates.

We aim to have an official opening once finished and will send you and your colleagues an invite to attend. As requested we will also send our evidence of payment and quotes in order to process the grant.

Kind regards,

(Signature removed)

Bryony Milbourne
(Centre Manager)
Mossley Old School Community Centre
122 Leek Road Congleton CW12 3HX
<mailto:mossleyoldschool@gmail.com>
Tel: xxxxxxxxxxxxx

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	9 th June 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	10 Management Accounts		
Background	Variance analysis for the period 1 st April to 31 st March 2022 to accompany the attached spreadsheets in Appendix 10.1		
Updates	<p>These figures cover the financial year ending 31st March 2022. Any budget lines that are <u>over budget</u> will be in bold, a request to note this is made in the decision requested. All Central overheads in all cost centres are at 95%.</p> <p><u>Finance and Policy Committee</u></p> <p><u>101-Corporate Management</u> 100% Expenditure</p> <ul style="list-style-type: none">• Insurance: <u>Over budget</u> by 13% which is due to increase due to revaluations of contents and the Town Hall.• Telephone/Internet: <u>Over budget</u> by 208% Upgrade to the system required for increase in line, a review of the budget will take place in 2022 by the RFO.• Recruitment Advertising: <u>Over budget</u> by 123%• Miscellaneous Office costs: <u>Over budget</u> by 7%• Computer/ICT: <u>Over budget</u> by 26%, a review of the budget will take place in 2022 by RFO.• Subscriptions & Publications: <u>Over budget</u> by 4%• Audit Fees Internal: <u>Over budget</u> at 36% due to four visits due.• Bank Charges: <u>Over budget</u> at 2%, introduction of new payment methods. <p><u>102-Democratic/Civic</u> 92% Expenditure</p> <ul style="list-style-type: none">• Marketing/Promotions: <u>Over budget</u> by 9%• Council Newsletter: <u>Over budget</u> by 7%• Council Website: <u>Over budget</u> by 15% <p><u>107-Grants</u> Final outcome is 83% of expenditure used. Grants awarded in 2021-22 have had all funds transferred to retain for payment in 2022-23 once the projects are complete.</p>		

Community and Environment Committee

- 215-Floral display currently **over budget** showing 120%, this is a combination of lower income as Hanging Baskets were Free of Charge and costs required for the event at the Town Hall.
- 300- Public Realm: **Over budget**, £340 was to clean the Treo Statue.
- 321-Tourism: Sponsorship income received for the Heraldic Flags

Town Hall, Assets and Services Committee

Paddling Pool-

Cost Centre **Over budget** at 111% expenditure, the pool opened 16th August 2021 and closed on 12th September 2021. There were maintenance and health & safety requirements during 2021-2022 which resulted in the overspend.

Town Hall

87% expenditure

- Legal and Professional fees spend is **Over budget** for the energy certificate for which was not budgeted.
- Miscellaneous Office costs: **Over budget** by 45% due to day-to-day requirements
- Insurance: **Over budget** by 12.05% due to mid-year revaluation.

62% income

- Budgeted income was £117,600, received income £72,341.
- Grand Hall income is at 122% with a total income of £30,907.
- There was no Commercial Partner for the financial year 2021-22.

Congleton Information Centre

Overall expenditure is at 108% and income is at 231%, consideration needs to be taken with these results in that there was only a budget set for CEC income and only budgets set for Direct Expenditure. There was no budget set for sales income and no budget set for indirect expenditure for sales items, this has changed for 2022-23.

Income budgeted for this year from Cheshire East Council was £33,000 but we have received £55,011. £22,011 has been moved to an Ear Marked reserve for future use within the Information Centre cost centre. (The Service Level Agreement (SLA) income received from Cheshire East Council reduces year on year, the final year is 2023-2024).

	<p><u>Streetscape:</u> 104% expenditure and 99% income</p> <ul style="list-style-type: none"> • Agency Staff budget is over budget, agency staff used to cover illness. • Protective Clothing/Health & Safety: <u>Over budget</u> by 15% • Cleaning: <u>Over budget</u> by 30% • Mobile Phones: Due to a previous year accrual this is showing a credit balance of £1,445 • Insurance: <u>Over budget</u> by 12% due to revaluations. • Property Maintenance: <u>Over budget</u> by 11% • General Expenditure: <u>Over budget</u> by 19% <p><u>Capital</u> Capital is shown to enable the management accounts to balance to the budget figure. Both annual loan payments have been paid.</p> <p><u>Staffing Costs</u> Staffing costs at 97%. The annual pay award was confirmed and paid in March 2022.</p> <p>Overall, the end results for the financial year 2021-2022 stand as an underspend of £788, this takes into account all current year accruals, prepayments and all year end Ear Marked Reserves movement as agreed and as required.</p>
Decision Requested	To receive the Management Accounts to 31 st March 2022 noting Over Budget lines as indicated in the report.

Appendix 10.1

Congleton Town Council
Management Accounts 2021-2022
Mar-22
Page 1/3

Month 12	ANNUAL BUDGET	BUDGET TO M12	Actual Spend to M12	£ VARIANCE AT M12	% Of Budget spent @ M12	Variance %
Percent 100.0%						
Finance and Policy Committee						
101 Corp Management						
Staff Costs (re-allocated)	165,881	165,881	164,778	1,103	99%	1%
Travel	500	500	0	500	0%	100%
Training / Conferences	3,000	3,000	1,653	1,347	55%	45%
Rent Payable	17,017	17,017	17,017	0	100%	0%
Miscellaneous Office Costs	1,660	1,660	1,779	-119	107%	-7%
Telephone/Fax/Internet	920	920	2,837	-1,917	308%	-208%
Postage	2,620	2,620	1,824	796	70%	30%
Stationery & Printing	2,900	2,900	2,857	43	99%	1%
Subscriptions & Publications	4,200	4,200	4,361	-161	104%	-4%
Insurance	9,000	9,000	10,135	-1,135	113%	-13%
Computer/IT Costs	13,130	13,130	16,534	-3,404	126%	-26%
Photocopy Charges	2,300	2,300	1,371	929	60%	40%
Recruitment Advertising	500	500	1,116	-616	223%	-123%
Other Advertising	300	300	70	230	23%	77%
Bank Charges	1,000	1,000	1,023	-23	102%	-2%
Audit Fees - External	2,000	2,000	2,000	0	100%	0%
Audit Fees - Internal	1,335	1,335	1,810	-475	136%	-36%
Accountancy Support	5,000	5,000	4,666	334	93%	7%
Legal & Professional fees	6,900	6,900	2,197	4,703	32%	68%
HR & H&S support	4,500	4,500	3,541	959	79%	21%
Tfr to EMR (CIL Reserve)	0	0	304	-304	#DIV/0!	#DIV/0!
Central Overheads reallocated	-61,561	-61,561	-58,446	-3,115	95%	5%
Corporate Management-Expenditure	183,102	183,102	183,427	-325	100%	0%
Interest Receivable	-1,500	-1,500	-2,005	505	134%	-34%
Miscellaneous Income	0	0	-304	304		
Corporate Management-Income	-1,500	-1,500	-2,309	809	154%	-54%
Net Income Over Expenditure	181,602	181,602	181,118	484	100%	0%
102 Civic						
Staff Costs (re-allocated)	30,392	30,392	30,179	213	99%	1%
Training / Conferences	1,800	1,800	1,678	122	93%	7%
Stationery & Printing	500	500	241	259	48%	52%
Marketing/Promotions	1,000	1,000	1,086	-86	109%	-9%
Council Newsletter	6,200	6,200	6,608	-408	107%	-7%
Council Website	2,000	2,000	2,293	-293	115%	-15%
Mayor's Allowance	3,000	3,000	3,000	0	100%	0%
Members Expenses	200	200	0	200	0%	100%
Civic Expenses	5,000	5,000	2,854	2,146	57%	43%
Civic Regalia	250	250	60	190	24%	76%
Hall & Room Hire	6,000	6,000	3,838	2,162	64%	36%
Civic Artefacts and Treasures	500	500	108	392	22%	78%
Central Overheads reallocated	2,593	2,593	2,462	131	95%	5%
Civic-Expenditure	59,435	59,435	54,407	5,028	92%	8%
107 Grants						
Initial Grant Commitment	42,833	42,833	39,348	3,485	92%	8%
	15,000	15,000	8,367	6,633	56%	44%
Grants- Expenditure	57,833	57,833	47,715	10,118	83%	17%
F&P Income - Expenditure Totals	298,870	298,870	283,240	15,630	95%	5%

Congleton Town Council
Management Accounts 2021-2022
Mar-22
Page 2/3

Month 12
 Percent 100.0%

Community and Environment Committee

	ANNUAL BUDGET	BUDGET TO M12	Actual Spend to M12	£ VARIANCE AT M12	% Of Budget spent @ M12	Variance %
212 Propagation Unit	1,000	1,000	0	1,000	0%	100%
215 Floral Displays Income	-4,000	-4,000	-3,530	-470	88%	12%
215 Floral Displays Expenditure	16,250	16,250	19,547	-3,297	120%	-20%
241 Allotments Income	-190	-190	-190	0	100%	0%
241 Allotments Expenditure	1,440	1,440	130	1,310	9%	91%
300 Public Realm	0	0	340	-340	#DIV/0!	#DIV/0!
301 Congleton Partnership Income	0	0	-30,681	30,681	#DIV/0!	#DIV/0!
301 Congleton Partnership Expenditure	35,554	35,554	62,414	-26,860	176%	-76%
302 Community Development	117,351	117,351	108,576	8,775	93%	7%
303 Crime Reduction/CCTV	48,650	48,650	42,587	6,063	88%	12%
305 Christmas Fayre/lights Income	0	0	-1,878	1,878	#DIV/0!	#DIV/0!
305 Christmas Fayre/lights Expenditure	16,000	16,000	16,244	-244	102%	-2%
310 Neighbourhood Plan	0	0	508	-508	0%	100%
310 Neighbourhood Plan Tfr From EMR			-508	508		
315 Covid 19 Income	0	0	-700	700	-100%	200%
315 Covid 19 Expenditure	0	0	9,698	-9,698	0%	100%
315 Donations and transfer from Covid 19 EMR	0	0	-8,998	8,998	0%	100%
321 Tourism Income	0	0	-8,500	8,500	#DIV/0!	#DIV/0!
321 Tourism Expenditure	5,000	5,000	11,195	-6,195	224%	-124%
341 Youth and Young People	2,000	2,000	136	1,864	7%	93%
351 Luncheon Club	9,000	9,000	8,412	588	93%	7%
C,E &S Income - Net Expenditure Totals	248,055	248,055	224,802	23,253	91%	9%

Town Hall, Assets and Services Committee

	ANNUAL BUDGET	BUDGET TO M12	Actual Spend to M12	£ VARIANCE AT M12	% Of Budget spent @ M12	Variance %
201 <u>Paddling Pool</u>	27,558	27,558	30,648	-3,090	111%	-11%
221 <u>Town Hall</u>						
Town Hall - Expenditure	203,450	203,450	176,395	27,055	87%	13%
Town Hall - Income	-117,600	-117,600	-72,341	-45,259	62%	38%
Net Expenditure over Income	85,850	85,850	104,054	-18,204	121%	-21%
225 <u>Congleton Information Centre</u>						
CIC - Expenditure	67,403	67,403	140,223	-72,820	208%	-108%
CIC- Income	-33,000	-33,000	-109,279	76,279	331%	-231%
Net Expenditure over income	34,403	34,403	30,944	3,459	90%	10%
263 <u>Public Toilets</u>	10,250	10,250	6,279	3,971	61%	39%
270 <u>Cenotaph</u>	250	250	225	25	90%	10%
280 <u>Streetscape</u>						
Streetscape Expenditure	590,734	590,734	611,539	-20,805	104%	-4%
Streetscape - Income CEC	-372,702	-372,702	-372,888	186	100%	0%
Streetscape - External work income	-15,000	-15,000	-11,339	-3,661	76%	24%
Streetscape - Other	0	0	-24	24	100%	0%
Streetscape - Misc Income	-900	-900	-900	0	100%	0%
S/S Income	-388,602	-388,602	-385,151	-3,451	99%	1%
Net Expenditure over Income	202,132	202,132	226,388	-24,256	112%	-12%
<u>Town Hall, Assets and Services - Net Expenditure</u>	360,443	360,443	398,538	-38,095	111%	-11%
<u>Capital</u>	46,778	46,778	46,778	0	100%	0%
<u>Precept 2021-2022</u>	-954,146	-954,146	-954,146	0.00	100%	0%
Total Income	-1,499,038	-1,499,038	-1,568,705	69,667	105%	-5%
Total Expenditure	1,499,038	1,499,038	1,567,917	-68,879	105%	-5%
Total Income over Expenditure*	0	0	-788	788		
<u>Personell</u>						
Staff Costs	887,343	887,343	861,021	26,322	97%	3%
<u>Personnel with Pay Award for reference</u>						
Permanent Staff Costs - Reallocated	887,343	887,343	861,021	26,322	97.0%	3%
Agency Staff	6,000	6,000	34,675	-28,675	577.9%	-478%
Total Staff Costs	893,343	893,343	895,696	-2,353	100.3%	0%
Budgeted pay award (3%) awarded and paid in Month 12						

* NB: Totals do not include Mayoral income & Expenditure

Reserves as at 31st March 2022

310	General Reserve	226,244
318	Capital Equipment Fund	7,514
320	Capital Contingency Fund	448,997
321	EMR Elections	20,000
322	EMR Covid 19 Fund	10,575
324	EMR Crime Prevention/Traffic calming	7,357
325	EMR Committed Grants	7,680
326	EMR Congleton Partnership	65,164
327	EMR Business Recovery Fund	5,758
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	5,576
343	EMR Marketing	5,000
344	EMR Congleton Neighbourhood Plan	8,885
345	EMR Cenotaph	7,077
346	EMR Rotary Bonfire	5,000
348	EMR Civic	1,000
349	EMR CIL	304
351	EMR Information Centre	22,011
352	EMR 750 Celebrations	13,805
353	EMR Ukraine Support	5,000
		<hr/>
		928,070

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 1 - RBS Current/I Access Acct**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account 11411170	31/03/2022	48	49,378.95
			<hr/> 49,378.95
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
14/03/2022 008976 FOCF		200.00	
			<hr/> 200.00
			49,178.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			49,178.95
		Balance per Cash Book is :-	49,178.95
		Difference is :-	0.00

23MAY2022 RFO Notes:

Bank Reconciliation approved by Chair of Finance 21st April 2022

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	9 th June 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	12 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 March 2022		
	Business Reserve Account	£ 669,691.42	
	Cambridge and Counties 1 year fixed deposit	£ 150,000.00	
	CCLA Deposit	£ 150,000.00	
	<u>Total</u>	<u>£ 969,691.42</u>	
Decision Requested	To receive the Savings Accounts balances to 31 st March 2022		

List of Payments made between 01/02/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2022	Prism Solutions	dd	115.48		66995/13567/call chrgs
04/02/2022	BACS P/L Pymnt Page 2800	BACS Pymnt	5,226.39		BACS P/L Pymnt Page 2800
10/02/2022	SIBA	BACS	75,000.00		SIBA transfer
10/02/2022	HM Revenue & Customs	DD	11,103.24		VAT
11/02/2022	BACS P/L Pymnt Page 2808	BACS Pymnt	3,594.11		BACS P/L Pymnt Page 2808
15/02/2022	Bankline	BACS	76.80		bank charges
16/02/2022	West Mercia Energy	DD	2,001.94		11176140/13591/P Pool electric
18/02/2022	BACS P/L Pymnt Page 2810	BACS Pymnt	14,220.99		BACS P/L Pymnt Page 2810
18/02/2022	CTC	BACS	68,135.46		Payroll
18/02/2022	Mayor's Charity No 2	18.02.22	471.50		Mayor donation
18/02/2022	West Mercia Energy	dd	20.12		11179398/13592/cenotaph electr
21/02/2022	Bankline	BACS	11.22		bank charges
23/02/2022	EE Ltd	dd	247.66		01287403908/13645/call charges
25/02/2022	Prism Solutions	dd	1,707.04		153517/13729/IT Support
28/02/2022	West Mercia Energy	DD	1,192.93		11180239/13617/T H electric
28/02/2022	Suez Recycling and Recovery UK	Dd	125.64		32525389/13615/waste recycling
28/02/2022	RBS Credit Card	dD	1,368.49		030222/13672/various
01/03/2022	BACS P/L Pymnt Page 2817	BACS Pymnt	13,027.53		BACS P/L Pymnt Page 2817
08/03/2022	Pitney Bowes Finance Ltd	dd	72.00		10230072/13790/rental charges
10/03/2022	CTC	008975	136.74		Petty Cash
11/03/2022	BACS P/L Pymnt Page 2822	BACS Pymnt	9,221.36		BACS P/L Pymnt Page 2822
11/03/2022	BACS P/L Pymnt Page 2827	BACS Pymnt	570.00		BACS P/L Pymnt Page 2827
11/03/2022	BACS P/L Pymnt Page 2828	BACS Pymnt	364.62		BACS P/L Pymnt Page 2828
11/03/2022	BACS P/L Pymnt Page 2829	BACS Pymnt	450.00		BACS P/L Pymnt Page 2829
11/03/2022	Water Plus Ltd	Correction	-181.08		P/Ledger Electronic Payment
11/03/2022	Big Foot Correctin	BIGFOOT	-2,280.00		To correct exported paymnet
11/03/2022	CTC	BACS	79.50		Unplugged refund -
11/03/2022	Purchase Power	dd	34.00		BI834430/13791/meter reset
14/03/2022	British Telecom	DD	45.47		Q08749/13714/line charges
14/03/2022	FOCP	008976	200.00		Grant
15/03/2022	Bankline	BACS	68.00		bank charges
18/03/2022	BACS P/L Pymnt Page 2838	BACS Pymnt	12,480.44		BACS P/L Pymnt Page 2838
18/03/2022	Prism Solutions	dd	116.72		67159/13661/call charges
18/03/2022	CTC	BACS	79,586.15		Payroll
18/03/2022	Rotary Club Congleton	BACS	450.00		grant FAP40/2122
18/03/2022	West Mercia Energy	dd	1,913.02		11187405/13746/T H Gas
18/03/2022		BACS	668.00		Return of hire fees
21/03/2022	RBS Autopay	BACS	12.01		bank charges
23/03/2022	EE Ltd	dd	234.83		01287430494/13775/call charges
24/03/2022	West Mercia Energy	DD	18.26		11188428/13706/cenotaph electr
24/03/2022	BACS P/L Pymnt Page 2859	BACS Pymnt	-19.74		BACS P/L Pymnt Page 2859
25/03/2022	Prism Solutions	Dd	1,702.08		154889/13831/IT Support
25/03/2022	Congleton Harriers	BACS	425.00		Grant GR11/2122

List of Payments made between 01/02/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/03/2022	BACS P/L Pymnt Page 2860	BACS Pymnt	212.00		BACS P/L Pymnt Page 2860
28/03/2022	West Mercia Energy	dD	2,168.83		11189154/13747/T H Electric
28/03/2022	RBS Credit Card	dd	1,503.55		030322/13882/various
31/03/2022	BACS P/L Pymnt Page 2849	BACS Pymnt	7,978.05		BACS P/L Pymnt Page 2849
31/03/2022	PWLB	DD	10,888.84		Loan repayment
31/03/2022	Suez Recycling and Recovery UK	dd	66.73		32552941/13737/bin removal
Total Payments			<u>326,831.92</u>		

Congleton Town Council**Payments Listing for 1st February to 31st March 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>
04/02/2022	2800	18/01/2022	Alpha and Street Legal Tyres Ltd	£ 86.40		Tyres
04/02/2022	2800	29/01/2022	ATG London Ltd	£ 53.50		Theatre Tickets
04/02/2022	2800	28/01/2022	Best Connection Group	£ 723.97		Agency Staff; Streetscape
04/02/2022	2800	26/01/2022	Boston Seeds	£ 813.51		Wildflower seeds
04/02/2022	2800	25/01/2022	Buxton's Forestry & Garden Equipment	£ 1,012.20		Hedge cutters/tools
04/02/2022	2800	28/01/2022	Cavern Protective Clothing	£ 330.60		Streetscape PPE
04/02/2022	2800	31/01/2022	Heads Congleton Limited	£ 1.86		Chronicle sales
04/02/2022	2800	30/01/2022	DC Assist Ltd	£ 187.50		Cleaning services
04/02/2022	2800	07/01/2022	EE Ltd	£ 420.00		Staff mobile
04/02/2022	2800	31/01/2022	Full Media Ltd	£ 16.78		CIC Book sales
04/02/2022	2800	06/01/2022	HCI Data Ltd	£ 102.00		Domain Name renewal
04/02/2022	2800	20/01/2022	LAC Auto Parts	£ 30.90		Fuses and repair items
04/02/2022	2800	26/01/2022	Lomond Books Ltd	£ 16.11		CIC Book sales
04/02/2022	2800	31/01/2022	Rialtas Business Software	£ 30.00		Accounts package installation
04/02/2022	2800	24/01/2022	Royal Mail Group Ltd	£ 944.40		Daily collection service
04/02/2022	2800	27/01/2022	Shred-It Ltd	£ 142.40		Shredding service
04/02/2022	2800	28/01/2022	St John's Community Centre	£ 168.00		Luncheon Club
04/02/2022	2800	19/01/2022	Waterlogic GB Ltd	£ 111.76		Water
04/02/2022	2800	27/01/2022	Wristband Plus Ltd	£ 34.50		750 Posters
	2800		TOTAL BACS LISTING		£ 5,226.39	
11/02/2022	2808	31/01/2022	Bomford Office Products Ltd	£ 66.58		Signage
11/02/2022	2808	24/01/2022	Cheshire Electrical Supplies Ltd	£ 9.55		Bulb
11/02/2022	2808	27/01/2022	K G Loach	£ 52.80		Chipped Bark
11/02/2022	2808	07/01/2022	The Leaflet Team	£ 510.00		Bear Necessities Delivery
11/02/2022	2808	08/02/2022	Magic Textiles Ltd	£ 195.70		750 Souvenirs
11/02/2022	2808	31/10/2021	New Vic Theatre	£ 156.52		Theatre Tickets
11/02/2022	2808	31/12/2021	New Vic Theatre	£ 125.13		Theatre Tickets
11/02/2022	2808	31/01/2022	New Vic Theatre	£ 132.86		Theatre Tickets
11/02/2022	2808	31/01/2022	Prism Solutions	£ 1,182.59		New server & Installation
11/02/2022	2808	17/01/2022	Talke Chemicals Limited	£ 131.46		Cleaning stock
11/02/2022	2808	31/01/2022	Talke Chemicals Limited	£ 716.52		Bin bags/ Cleaning items S/S
11/02/2022	2808	31/01/2022	Whitehurst Agriculture & Builders	£ 314.40		Fence Panels
	2808		TOTAL BACS LISTING		£ 3,594.11	
18/02/2022	2810	03/02/2022	Amery's Garage Ltd	£ 137.88		Van fuse repair
18/02/2022	2810	12/02/2022	ATG London Ltd	£ 96.80		Theatre Tickets
18/02/2022	2810	04/02/2022	Auditing Solutions Ltd	£ 552.00		Internal Audit fees
18/02/2022	2810	10/12/2021	Best Connection Group	£ 622.93		Agency Staff; Streetscape
18/02/2022	2810	04/02/2022	Best Connection Group	£ 589.28		Agency Staff; Streetscape
18/02/2022	2810	11/02/2022	Best Connection Group	£ 134.69		Agency Staff; Streetscape
18/02/2022	2810	15/02/2022	Bomford Office Products Ltd	£ 2,361.60		Office chairs x 12
18/02/2022	2810	08/02/2022	Chubb Fire & Security Ltd	£ 257.16		Alarm works
18/02/2022	2810	08/02/2022	Chubb Fire & Security Ltd	£ 227.07		Alarm works
18/02/2022	2810	01/02/2022	Cope	£ 5.12		CIC Sale or Return sales
18/02/2022	2810	02/02/2022	Cosobelle	£ 11.20		CIC Sale or Return sales
18/02/2022	2810	14/02/2022	Daneside Theatre	£ 479.75		Theatre Tickets
18/02/2022	2810	04/02/2022	Allan Harris	£ 48.00		CIC Gift sales
18/02/2022	2810	18/02/2022	Hughes	£ 49.04		CIC Sale or Return sales
18/02/2022	2810	09/02/2022	Jackson's Nurseries (UK) Ltd	£ 201.84		Trees: Partnership project
18/02/2022	2810	11/02/2022	Jepson & Co Ltd	£ 18.66		Signage
18/02/2022	2810	02/02/2022	K G Loach	£ 92.28		Chipped Bark
18/02/2022	2810	07/02/2022	Landscape Supplies Ltd	£ 67.43		Gloves/Brooms
18/02/2022	2810	10/02/2022	Landscape Supplies Ltd	£ 68.11		Cleaning stock
18/02/2022	2810	04/02/2022	Lining & Hoses Ltd	£ 42.42		Repair sundries
18/02/2022	2810	13/02/2022	Little Bun Designs Ltd	£ 3.00		CIC Sale or Return sales
18/02/2022	2810	10/02/2022	MAC Tool & Plant Hire	£ 47.40		Mower repairs
18/02/2022	2810	02/02/2022	No1 Health Kitchen	£ 140.00		Buffet: Meeting
18/02/2022	2810	14/02/2022	One Stop Promotions Ltd	£ 918.00		750 Bunting
18/02/2022	2810	16/10/2021	J Parker Dutch Bulbs (Wholesale) Ltd	£ 79.14		Planting
18/02/2022	2810	04/02/2022	Poppy May	£ 43.60		CIC Sale or Return sales
18/02/2022	2810	31/01/2022	Porters Service Station Ltd	£ 970.99		Fuel: Streetscape
18/02/2022	2810	08/02/2022	Prism Solutions	£ 120.00		Laptop user swap
18/02/2022	2810	02/02/2022	Riverside Distribution Network	£ 266.40		PPE/Sanitiser
18/02/2022	2810	02/08/2021	The Royal Horticultural Society	£ 1,148.40		CIC Ticket sales
18/02/2022	2810	31/12/2020	Shred-It Ltd	£ 129.10		Shredding service
18/02/2022	2810	26/05/2021	Shred-It Ltd	£ 138.05		Shredding service

18/02/2022	2810	29/11/2021	Spiral Colour	£	201.60	Christmas Banners
18/02/2022	2810	07/02/2022	Super Stars of Wrestling	£	426.60	Ticket sales
18/02/2022	2810	11/02/2022	West Wallasey Contract Hire	£	3,427.85	Lease of vehicles
18/02/2022	2810	04/02/2022	Wristband Plus Ltd	£	60.80	750 wristbands
18/02/2022	2810	08/02/2022	Wristband Plus Ltd	£	36.80	750 posters
	2810		TOTAL BACS LISTING		£ 14,220.99	
01/03/2022	2817	08/02/2022	Alpha and Street Legal Tyres Ltd	£	86.40	New tyres
01/03/2022	2817	19/02/2022	ATG London Ltd	£	71.78	Theatre Tickets
01/03/2022	2817	19/02/2022	ATG London Ltd	£	193.67	Theatre Tickets
01/03/2022	2817	16/02/2022	British Hardwood Tree Nursey Ltd	£	610.96	Trees: Partnership project
01/03/2022	2817	01/02/2022	British Hardwood Tree Nursey Ltd	£	845.97	Trees: Partnership project
01/03/2022	2817	17/02/2022	Buxton's Forestry & Garden Equipment	£	567.00	Batteries& Chargers
01/03/2022	2817	24/02/2022	CHALC	£	30.00	Training
01/03/2022	2817	11/02/2022	Cavern Protective Clothing	£	30.00	Town Hall PPE
01/03/2022	2817	16/02/2022	Congleton High School	£	35.20	Posters & Flyers
01/03/2022	2817	16/02/2022	Congleton High School	£	17.00	Wellbeing Leaflets
01/03/2022	2817	13/02/2022	DC Assist Ltd	£	375.00	Cleaning services
01/03/2022	2817	19/02/2022	DC Assist Ltd	£	187.50	Cleaning services
01/03/2022	2817	22/02/2022	Eaton Bank Academy	£	161.50	Ticket sales
01/03/2022	2817	15/02/2022	K G Loach	£	184.02	Planting supplies
01/03/2022	2817	15/02/2022	K G Loach	£	201.54	Planting/ gardening tools
01/03/2022	2817	17/02/2022	K G Loach	£	272.34	Gardening Tools
01/03/2022	2817	17/02/2022	Landscape Supplies Ltd	£	161.28	PPE/Gloves
01/03/2022	2817	17/02/2022	Landscape Supplies Ltd	£	134.17	Tools/PPE
01/03/2022	2817	17/02/2022	Lite Limited	£	180.00	Festoon bulbs
01/03/2022	2817	17/02/2022	MAC Tool & Plant Hire	£	31.20	Compactor Hire
01/03/2022	2817	18/02/2022	A P Matthews Nurseries td	£	240.00	Trees: Partnership project
01/03/2022	2817	18/02/2022	A P Matthews Nurseries td	£	509.40	Trees: Partnership project
01/03/2022	2817	22/02/2022	Congleton Museum	£	51.00	CIC: Book sales
01/03/2022	2817	21/02/2022	Spiral Colour	£	86.40	Vinyl lettering
01/03/2022	2817	15/02/2022	Stuart Taylor Plumbing	£	95.00	Toilet repair
01/03/2022	2817	21/02/2022	Taylor Stage Services Ltd	£	1,808.40	Stage curtain
01/03/2022	2817	21/02/2022	Taylor Stage Services Ltd	£	617.40	Stage skirts
01/03/2022	2817	17/02/2022	Threadfast Engineers 1984 Ltd	£	5.00	Nuts & Bolts
01/03/2022	2817	21/02/2022	Threadfast Engineers 1984 Ltd	£	8.88	Sandpaper
01/03/2022	2817	21/02/2022	Threadfast Engineers 1984 Ltd	£	135.83	Sanding belts
01/03/2022	2817	15/02/2022	T & S Electrical	£	416.96	Repairs to Town Hall lights
01/03/2022	2817	24/02/2022	Tudor Environmental Ltd	£	1,795.04	Rotavator
01/03/2022	2817	22/02/2022	Wallasey Panel Beaters	£	2,769.93	Repairs to Van
01/03/2022	2817	15/02/2022	Waterlogic GB Ltd	£	111.76	Water
	2817		TOTAL BACS LISTING		£ 13,027.53	
11/03/2022	2822	26/02/2022	ATG London Ltd	£	95.85	Theatre Tickets
11/03/2022	2822	28/02/2022	ATG London Ltd	£	261.81	Theatre Tickets
11/03/2022	2822	08/03/2022	Big Foot Events	£	2,280.00	750 Entertainment
11/03/2022	2822	24/02/2022	Bomford Office Products Ltd	£	103.14	Stationery
11/03/2022	2822	28/02/2022	Bomford Office Products Ltd	£	110.19	Stationery
11/03/2022	2822	28/02/2022	Heads Congleton Limited	£	13.02	CIC Chronicle Sales
11/03/2022	2822	27/02/2022	DC Assist Ltd	£	187.50	Cleaning services
11/03/2022	2822	28/02/2022	Handy Cabin	£	61.40	Paint
11/03/2022	2822	25/02/2022	Kems	£	207.58	Ticket sales
11/03/2022	2822	25/02/2022	Landscape Supplies Ltd	£	127.42	Streetscape PPE
11/03/2022	2822	28/02/2022	Landscape Supplies Ltd	£	105.06	Signage
11/03/2022	2822	10/01/2022	Lomond Books Ltd	£	120.46	CIC Book sales
11/03/2022	2822	25/02/2022	Macclesfield Lock & Safe	£	354.00	TH Lock mechanism
11/03/2022	2822	24/02/2022	Maxigiene Environmental Services Ltd	£	108.00	Legionella testing
11/03/2022	2822	28/02/2022	New Vic Theatre	£	136.95	Theatre Tickets
11/03/2022	2822	25/02/2022	Pear Technology Services Ltd	£	180.00	Fixed Asses Programme
11/03/2022	2822	27/02/2022	PME Maintenance Ltd	£	1,680.00	Festoon lighting
11/03/2022	2822	28/02/2022	Prism Solutions	£	35.99	Domain Name renewal
11/03/2022	2822	31/01/2022	RVW Pugh Ltd	£	1,450.77	Mower services
11/03/2022	2822	25/02/2022	Secur-80 Ltd	£	48.00	Alarm activation site visit
11/03/2022	2822	25/02/2022	Secur-80 Ltd	£	48.00	Alarm activation site visit
11/03/2022	2822	23/02/2022	Shred-It Ltd	£	145.51	Shredding service
11/03/2022	2822	25/02/2022	St John's Community Centre	£	340.00	Luncheon Club
11/03/2022	2822	28/02/2022	Talke Chemicals Limited	£	207.00	Cleaning products
11/03/2022	2822	21/02/2022	Vanessa Treasure Designs	£	275.18	Civic events
11/03/2022	2822	26/02/2022	Waterplus	£	181.08	Water rates
11/03/2022	2822	27/02/2022	Waterplus	£	12.61	Water rates
11/03/2022	2822	27/02/2022	Waterplus	£	95.36	Water rates
11/03/2022	2822	28/02/2022	Whitehurst Agriculture & Builders	£	187.68	Posts & Fixings

11/03/2022	2822	28/02/2022	Whitehurst Agriculture & Builders	£	61.80	Post & Tree ties
	2794		TOTAL BACS LISTING		£ 9,221.36	
11/03/2022	2827	08/03/2022	Big Foot Events	£	570.00	750 Entertainment
			TOTAL BACS LISTING		£ 570.00	
11/03/2022	2828	22/02/2022	J A Jones & Sons	£	313.26	Trees: Partnership project
11/03/2022	2828	22/02/2022	J A Jones & Sons	£	51.36	Trees: Partnership project
			TOTAL BACS LISTING		£ 364.62	
11/03/2022	2829	12/01/2022	Signature Floors	£	450.00	Floor repairs
			TOTAL BACS LISTING		£ 450.00	
18/03/2022	2838	01/03/2022	Alpha Omega Securities Ltd	£	126.00	Door Security
18/03/2022	2838	16/02/2022	Arch Publications Ltd	£	84.00	Full page advert
18/03/2022	2838	12/03/2022	ATG London Ltd	£	169.88	Theatre Tickets
18/03/2022	2838	04/03/2022	R Beard Ltd	£	420.00	Office maintenance: Painting
18/03/2022	2838	07/03/2022	Bomford Office Products Ltd	£	327.60	Office Furniture
18/03/2022	2838	08/03/2022	C Booth	£	65.00	Sound for events
18/03/2022	2838	01/03/2022	Canda Copying Ltd	£	160.40	Photocopying charges
18/03/2022	2838	01/03/2022	Canda Copying Ltd	£	250.31	Photocopying charges
18/03/2022	2838	08/03/2022	Cheshire East Council	£	37.43	Floral Business Rates (5 separate accounts)
18/03/2022	2838	08/03/2022	Cheshire East Council	£	37.43	Floral Business Rates
18/03/2022	2838	08/03/2022	Cheshire East Council	£	37.43	Floral Business Rates
18/03/2022	2838	08/03/2022	Cheshire East Council	£	37.43	Floral Business Rates
18/03/2022	2838	08/03/2022	Cheshire East Council	£	37.43	Floral Business Rates
18/03/2022	2838	03/03/2022	Heads Congleton Limited	£	76.32	In Bloom advert
18/03/2022	2838	15/03/2022	Congleton High School	£	145.60	750 Events leaflets/posters
18/03/2022	2838	28/02/2022	Citron Hygiene UK Ltd	£	5.88	Medical Waste
18/03/2022	2838	02/03/2022	Daneside Theatre	£	137.75	CIC sales: Film tickets
18/03/2022	2838	02/03/2022	Daneside Theatre	£	175.75	CIC sales: Film tickets
18/03/2022	2838	06/03/2022	DC Assist Ltd	£	187.50	Cleaning services
18/03/2022	2838	13/03/2022	DC Assist Ltd	£	187.50	Cleaning services
18/03/2022	2838	04/03/2022	Emblem Print Products Ltd	£	226.92	750 Souvenirs for resale
18/03/2022	2838	01/03/2022	Full Media Ltd	£	11.18	CIC- Book Sales
18/03/2022	2838	01/03/2022	Hughes	£	29.44	CIC Sale or Return sales
18/03/2022	2838	04/03/2022	Congleton Jazz & Blues Festival	£	146.00	CIC- Ticket sales
18/03/2022	2838	04/03/2022	Congleton Jazz & Blues Festival	£	199.50	CIC- Ticket sales
18/03/2022	2838	04/03/2022	Congleton Jazz & Blues Festival	£	28.50	CIC- Souvenir sales
18/03/2022	2838	04/03/2022	Congleton Jazz & Blues Festival	£	4.75	CIC- Souvenir sales
18/03/2022	2838	02/03/2022	S M Jones	£	400.00	Professional services- Admin
18/03/2022	2838	09/03/2022	J & S Moore	£	350.00	Catering
18/03/2022	2838	07/03/2022	K G Loach	£	345.00	Lawn/sand
18/03/2022	2838	14/03/2022	K G Loach	£	155.64	Equipment for volunteers
18/03/2022	2838	02/03/2022	King Commercial Hygiene	£	2,256.00	Kitchen- Deep Clean
18/03/2022	2838	07/03/2022	Lea	£	375.00	750 event: Bears
18/03/2022	2838	07/03/2022	Little Bun Designs Ltd	£	12.00	CIC Sale or Return sales
18/03/2022	2838	11/03/2022	MAC Tool & Plant Hire	£	222.74	Mower parts
18/03/2022	2838	08/03/2022	Magic Textiles Ltd	£	273.31	750 Souvenirs for resale
18/03/2022	2838	03/03/2022	Oakwood Books	£	66.50	CIC: Book sales
18/03/2022	2838	03/03/2022	The Old Saw Mill CBS Ltd	£	608.00	Luncheon Club
18/03/2022	2838	03/03/2022	Pitney Bowes Finance Ltd	£	12.71	Franking machine fees
18/03/2022	2838	07/03/2022	Poppy May	£	44.00	CIC Sale or Return sales
18/03/2022	2838	09/03/2022	Judie Tingle Photography	£	35.00	Event pictures
18/03/2022	2838	10/03/2022	T & S Electrical	£	90.36	Boiler repairs
18/03/2022	2838	10/03/2022	T & S Electrical	£	441.10	Office light repairs
18/03/2022	2838	07/03/2022	Weaver	£	12.00	CIC: Book sales
18/03/2022	2838	09/03/2022	West Wallasey Contract Hire	£	3,427.85	Van Lease
			TOTAL BACS LISTING		£ 12,480.14	
24/03/2022	2859	24/03/2022	Buxton Opera House	-£	19.74	Refund for ticket sales
25/03/2022	2860	19/01/2022	Cheshire East Council	£	212.00	Planning fees/ Statue
			TOTAL BACS LISTING		£ 212.00	
31/03/2022	2849	18/03/2022	A D Profile Ltd	£	300.00	Design Work
31/03/2022	2849	27/03/2022	Alpha and Street Legal Tyres Ltd	£	96.00	New tyres
31/03/2022	2849	23/03/2022	Ansa Environmental Services	£	102.07	Waste/ Bin collection
31/03/2022	2849	19/03/2022	ATG London Lrd	£	181.24	Theatre Tickets
31/03/2022	2849	19/03/2022	ATG London Lrd	£	84.14	Theatre Tickets
31/03/2022	2849	26/03/2022	ATG London Lrd	£	79.44	Theatre Tickets
31/03/2022	2849	22/03/2022	Bees for Us	£	96.00	CIC Stock for resale
31/03/2022	2849	24/01/2022	Bomford Office Products Ltd	£	11.86	Stationery
31/03/2022	2849	17/03/2022	Bomford Office Products Ltd	£	235.08	Stationery
31/03/2022	2849	23/03/2022	British Woild Flower Plants	£	144.98	Wildflower seeds: green project
31/03/2022	2849	23/03/2022	Mr John K Carter	£	1,113.70	Cenotaph Project fees

31/03/2022	2849	09/03/2022	Cavern Protective Clothing	£	110.40	Safety boots
31/03/2022	2849	24/03/2022	Cavern Protective Clothing	£	90.60	Streetscape PPE
31/03/2022	2849	16/03/2022	Cheshire Electrical Supplies Ltd	£	83.42	Strip lights
31/03/2022	2849	24/03/2022	Heads Congleton Limited	£	60.00	Brides Feature advert
31/03/2022	2849	29/03/2022	Congleton High School	£	122.40	Events leaflets
31/03/2022	2849	23/03/2022	Chubb Fire & Security Ltd	£	317.52	Fire extinguisher check
31/03/2022	2849	17/12/2021	Clowes Developments (NW) Ltd	£	916.25	Water charges for Public toilets
31/03/2022	2849	24/03/2022	Congleton Glass Co, Ltd	£	30.00	Glass recharge
31/03/2022	2849	28/03/2022	DJM Nurseries	£	54.00	Trees: Partnership Project
31/03/2022	2849	17/03/2022	EPW Wrestling	£	121.50	CIC: Ticket sales
31/03/2022	2849	21/03/2022	K G Loach	£	81.24	Drop spreader
31/03/2022	2849	03/03/2022	Landscape Supply Company	£	43.08	Safety boots
31/03/2022	2849	09/03/2022	Landscape Supply Company	£	53.56	Hi Viz trousers
31/03/2022	2849	15/03/2022	Landscape Supply Company	£	47.29	Streetscape PPE
31/03/2022	2849	17/03/2022	Landscape Supply Company	£	323.63	In Bloom/PPE
31/03/2022	2849	04/03/2022	A P Matthews Nurseries Ltd	£	864.00	Trees: Partnership Project
31/03/2022	2849	10/03/2022	No1 Health Kitchen	£	140.00	Catering
31/03/2022	2849	04/12/2021	South East Cheshire Cycle Action Group	£	165.00	Town Centre Maps
31/03/2022	2849	24/03/2022	Shred- It Ltd	£	146.14	Shredding Services
31/03/2022	2849	28/03/2022	Spiral Colour	£	355.20	Banners
31/03/2022	2849	25/03/2022	St John's Communirt Centre	£	344.00	Luncheon Club
31/03/2022	2849	01/03/2022	Talke Chemical Company Limited	£	127.41	Cleaning stock
31/03/2022	2849	07/03/2022	Talke Chemical Company Limited	£	528.00	Green waste bags
31/03/2022	2849	08/03/2022	Talke Chemical Company Limited	£	96.19	Bin liners
31/03/2022	2849	28/03/2022	Threadfast Engineers 1984 Ltd	£	176.57	Fixing for flags
31/03/2022	2849	16/03/2022	Waterlogic GB Ltd	£	111.76	Water
31/03/2022	2849	28/03/2022	Wristband Plus Ltd	£	24.38	ID Cards
TOTAL BACS LISTING					£ 7,978.05	

Congleton Town Council
Summary of Fixed Assets

	MEMO COST			C O S T				DEPRECIATION				N B VALUE	
				01/04/2021	Add	Disp	31/03/2022	01/04/2021	Prov	Disp	31/03/2022	01/04/2021	31/03/2022
Freehold Land and Buildings		Life	Dep'n										
Congleton Town Hall & Museum	2152966.00		2.00%	2,165,560.00			2,165,560.00	543,897.00	43,311.00		587,208.00	1,621,663.00	1,578,352.00
Hillary Avenue Allotments	56797.00	Land		65,000.00			65,000.00	0.00	0.00		0.00	65,000.00	65,000.00
Hillary Avenue Allotments Toilets	3425.00		50 2.00%	3,425.00			3,425.00	828.00	69.00		897.00	2,597.00	2,528.00
							0.00		0.00		0.00	0.00	0.00
	2213188.00			2,233,985.00	0.00	0.00	2,233,985.00	544,725.00	43,380.00	0.00	588,105.00	1,689,260.00	1,645,880.00
Leasehold Land and Buildings			Dep'n										
Congleton Paddlingpool	95000.00		2.00%	95,000.00			95,000.00	24,700.00	1,900.00		26,600.00	70,300.00	68,400.00
							0.00		0.00		0.00	0.00	0.00
	95000.00			95,000.00	0.00	0.00	95,000.00	24,700.00	1,900.00	0.00	26,600.00	70,300.00	68,400.00
Vehicles & Equipment			Dep'n										
Town Hall Furniture & Equipment	90412.00		20.00%	88,444.00	1,968.00	0.00	90,412.00	80,190.00	6,816.00	0.00	87,006.00	8,254.00	3,406.00
Paddling Pool Plant Room Equipment	37746.00		20.00%	37,746.00			37,746.00	35,196.00	2,550.00		37,746.00	2,550.00	0.00
Christmas Lights	31210.00		20.00%	31,210.00			31,210.00	20,888.00	2,580.00		23,468.00	10,322.00	7,742.00
Cabinet, Mixer, Amplifier, CD, 6 Speakers	5000.00		20.00%	5,000.00			5,000.00	5,000.00	0.00		5,000.00	0.00	0.00
Computer Equipment	433.00		25.00%	433.00			433.00	433.00	0.00		433.00	0.00	0.00
Avaya VOIP Telephone System	4225.00		20.00%	4,225.00			4,225.00	4,225.00	0.00		4,225.00	0.00	0.00
Bridestones Sound System	5597.00		20.00%	5,597.00			5,597.00	5,597.00	0.00		5,597.00	0.00	0.00
Main sound system + gallery system	8155.00		20.00%	8,155.00			8,155.00	8,155.00	0.00		8,155.00	0.00	0.00
Hearing Loop System	1925.00		20.00%	1,925.00			1,925.00	1,925.00	0.00		1,925.00	0.00	0.00
New Computer Equipment (see below)	25059.00		20.00%	22,250.00	2,809.00	0.00	25,059.00	9,604.00	4,982.00	0.00	14,586.00	12,646.00	10,473.00
2 pulleys for chandeliers	4950.00		5.00%	4,950.00			4,950.00	2,728.00	248.00		2,976.00	2,222.00	1,974.00
Chandeliers	14106.00		5.00%	14,106.00			14,106.00	7,755.00	705.00		8,460.00	6,351.00	5,646.00
Numatic Twintec TT Floor Scrubber 240v	1235.00		20.00%	1,235.00			1,235.00	1,235.00	0.00		1,235.00	0.00	0.00
Mapping & Asset Manager Software	1067.00		20.00%	1,067.00			1,067.00	1,067.00	0.00		1,067.00	0.00	0.00
Streetscape Equipment	68556.00		20.00%	79,136.00	27,365.00	-37945.00	68,556.00	68,131.00	9,470.00	-37943.00	39,658.00	11,005.00	28,898.00
Combi Oven	12963.00		20.00%	12,963.00			12,963.00	10,372.00	2,591.00		12,963.00	2,591.00	0.00
Stage Curtain & Skirts	2021.00		20.00%		2,021.00		2,021.00	0.00	404.00		404.00	0.00	1,617.00
							0.00		0.00		0.00	0.00	0.00
	314660.00			318,442.00	34,163.00	-37945.00	314,660.00	262,501.00	30,346.00	-37943.00	254,904.00	55,941.00	59,756.00
Infrastructure Assets			Dep'n										
Welcome to Congleton Roadsigns (7)	11200.00		10.00%	11,200.00			11,200.00	11,200.00	0.00		11,200.00	0.00	0.00
Town Centre Pedestrian Fingerposts (3)	7800.00		10.00%	7,800.00			7,800.00	7,800.00	0.00		7,800.00	0.00	0.00
Public Noticeboards (6)	6600.00		10.00%	6,600.00			6,600.00	6,600.00	0.00		6,600.00	0.00	0.00
Gates & Fences - Riverside Walkway	35000.00		10.00%	35,000.00			35,000.00	35,000.00	0.00		35,000.00	0.00	0.00
Allotment Path	5990.00		10.00%	5,990.00			5,990.00	5,990.00	0.00		5,990.00	0.00	0.00
Jubilee Arches	4500.00		10.00%	4,500.00			4,500.00	4,050.00	450.00		4,500.00	450.00	0.00
Planters & Benches	6553.00		10.00%	6,553.00			6,553.00	4,274.00	655.00		4,929.00	2,279.00	1,624.00
Self Watering Planters & Baskets	2811.00		10.00%	2,811.00			2,811.00	1,124.00	281.00		1,405.00	1,687.00	1,406.00
Roundabout Signs (12)	1716.00		10.00%	1,716.00			1,716.00	860.00	172.00		1,032.00	856.00	684.00
Community Poytinnel in the Park	1898.00		20.00%	1,898.00			1,898.00	1,140.00	380.00		1,520.00	758.00	378.00
Radnor Park Sign	4981.00		10.00%	4,981.00			4,981.00	3,984.00	498.00		4,482.00	997.00	499.00
Railings around Treo Statue	1500.00		10.00%	1,500.00			1,500.00	600.00	150.00		750.00	900.00	750.00
							0.00		0.00		0.00	0.00	0.00
	90549.00			90,549.00	0.00	0.00	90,549.00	82,622.00	2,586.00	0.00	85,208.00	7,927.00	5,341.00
Community Assets			Dep'n										
Council Artefacts & Regalia	94866.00		0.00%	94,866.00			94,866.00	0.00	0.00		0.00	94,866.00	94,866.00
War Memorial	15000.00		2.00%	15,000.00			15,000.00	3,900.00	300.00		4,200.00	11,100.00	10,800.00
Sergeant Eardley (VC) Statue (March 2003)	9967.00		0.00%	9,967.00			9,967.00	0.00	0.00		0.00	9,967.00	9,967.00
Treo Statue (donated 2017/18)	0.00			0.00			0.00	0.00	0.00		0.00	0.00	0.00
Ancient Records	10000.00		0.00%	10,000.00			10,000.00	0.00	0.00		0.00	10,000.00	10,000.00
Tapestry	5000.00		0.00%	5,000.00			5,000.00	0.00	0.00		0.00	5,000.00	5,000.00
Oil Paintings	1350.00		0.00%	1,350.00			1,350.00	0.00	0.00		0.00	1,350.00	1,350.00
Market St Toilets	14212.00		2.00%	14,212.00			14,212.00	1,420.00	284.00		1,704.00	12,792.00	12,508.00
Land by War Memorial	1.00		0.00%	1.00			1.00	0.00	0.00		0.00	1.00	1.00
							0.00		0.00		0.00	0.00	0.00
	150396.00			150,396.00	0.00	0.00	150,396.00	5,320.00	584.00	0.00	5,904.00	145,076.00	144,492.00
Total Fixed Assets	2863793.00			2,888,372.00	34,163.00	-37945.00	2,884,590.00	919,868.00	78,796.00	-37943.00	960,721.00	1,968,504.00	1,923,869.00
	939924.00						2,884,590.00						

Deferred Grants Applied

		Grants Receivable				Grants Released to Offset Depreciation				Net	
		01/04/2021	Received	Returned	31/03/2022	01/04/2021	Released		31/03/2022	01/04/2021	31/03/2022
Congleton Town Hall & Museum	2.00%	1,553,619.00			1,553,619.00	403,936.00	31,072.00		435,008.00	1,149,683.00	1,118,611.00
Congleton Town Hall Equipment	20.00%	16,988.00			16,988.00	16,988.00	0.00		16,988.00	0.00	0.00
ITC Computer & Telephone System	20.00%	5,000.00			5,000.00	5,000.00	0.00		5,000.00	0.00	0.00
Tourist Information Kiosk & Softwar	20.00%	3,000.00			3,000.00	3,000.00	0.00		3,000.00	0.00	0.00
Community Assets	0.00%	6,350.00			6,350.00	0.00	0.00		0.00	6,350.00	6,350.00
Acoustic Equipment	20.00%	5,000.00			5,000.00	5,000.00	0.00		5,000.00	0.00	0.00
Congleton partnership - Jubilee Arches	10.00%	2,250.00			2,250.00	2,025.00	225.00		2,250.00	225.00	0.00
Cheshire East Council - Toilets + Streetscape - Gifted	0.00%	19.00			19.00	0.00	0.00		0.00	19.00	19.00
Cheshire East Council - Streetscape Startup	20.00%	50,000.00			50,000.00	50,000.00	0.00		50,000.00	0.00	0.00
					0.00	0.00	0.00		0.00	0.00	0.00
		1,642,226.00	0.00	0.00	1,642,226.00	485,949.00	31,297.00	0.00	517,246.00	1,156,277.00	1,124,980.00

Deferred Grants Unapplied

	Grants Receivable			
	01/04/2021	Received	Applied	31/03/2022
Cheshire East Council - Toilets + Streetscape - Gifted		0.00		0.00
Cheshire East Council - Streetscape Startup		0.00		0.00
		0.00	0.00	0.00

Congleton Town Council
Summary of Fixed Assets

		C O S T				DEPRECIATION				N B VALUE	
		01/04/2021	Add	Disp	31/03/2022	01/04/2021	Prov	Disp	31/03/2022	01/04/2021	31/03/2022
		C O S T				DEPRECIATION				N B VALUE	
		01/04/2021	Add	Disp	31/03/2022	01/04/2021	Prov	Disp	31/03/2022	01/04/2021	31/03/2022
Vehicles & Equipment - Detailed	Dep'n										
Stage Unit	20.00%	500.00			500.00	500.00			500.00	0.00	0.00
Piano - Schiaedmyer	20.00%	1,500.00			1,500.00	1,500.00	0.00		1,500.00	0.00	0.00
Aluminium Display Boards (2)	20.00%	500.00			500.00	500.00	0.00		500.00	0.00	0.00
Steel Frame Counter Chairs	10@£180 20.00%	1,800.00			1,800.00	1,800.00	0.00		1,800.00	0.00	0.00
Cresenda Storage Cupboard	20.00%	580.00			580.00	580.00	0.00		580.00	0.00	0.00
Antique Mayors Chair	20.00%	500.00			500.00	500.00	0.00		500.00	0.00	0.00
Charity Boards (12)	20.00%	1,200.00			1,200.00	1,200.00	0.00		1,200.00	0.00	0.00
NEC M311W Projector	20.00%	463.00			463.00	463.00	0.00		463.00	0.00	0.00
Cantilever Universal Work Stations	4@£165 20.00%	880.00			880.00	880.00	0.00		880.00	0.00	0.00
Filing Cabinets	20.00%	795.00			795.00	795.00	0.00		795.00	0.00	0.00
4 Draw Metal Cabinets	4@165	0.00				0.00					
2 Draw Metal Cabinets	3@100	0.00				0.00					
Office Blinds (12)	20.00%	397.00			397.00	397.00	0.00		397.00	0.00	0.00
1830mm x 762mm tables	6 20.00%	744.00			744.00	744.00	0.00		744.00	0.00	0.00
2130mm x 762mm tables	3 20.00%	402.00			402.00	402.00	0.00		402.00	0.00	0.00
1220mm x 762mm tables	2 20.00%	242.00			242.00	242.00	0.00		242.00	0.00	0.00
Beech Frame Conference chair	42 20.00%	3,318.00			3,318.00	3,318.00	0.00		3,318.00	0.00	0.00
Duel Height wheeling folding stage + steps	1 20.00%	752.00			752.00	752.00	0.00		752.00	0.00	0.00
Satin Brass Rectangular up/down lights	20.00%	4,269.00			4,269.00	4,269.00	0.00		4,269.00	0.00	0.00
Bar Cellar Cooler	20.00%	1,500.00			1,500.00	1,500.00	0.00		1,500.00	0.00	0.00
Display Cabinet	20.00%	2,200.00			2,200.00	2,200.00	0.00		2,200.00	0.00	0.00
Stage Unit	20.00%	916.00			916.00	916.00	0.00		916.00	0.00	0.00
New Tables	60 20.00%	4,952.00			4,952.00	4,952.00	0.00		4,952.00	0.00	0.00
New Chairs	300 20.00%	11,724.00			11,724.00	11,724.00	0.00		11,724.00	0.00	0.00
De Laceys Kitchen Equipment	20.00%	8,006.00			8,006.00	8,006.00	0.00		8,006.00	0.00	0.00
Fridge	20.00%	850.00			850.00	850.00	0.00		850.00	0.00	0.00
Chest Freezer	20.00%	389.00			389.00	389.00	0.00		389.00	0.00	0.00
Fire Alarm Control Panels	20.00%	3,627.00			3,627.00	3,627.00	0.00		3,627.00	0.00	0.00
Glasswasher	20.00%	1,350.00			1,350.00	1,350.00	0.00		1,350.00	0.00	0.00
Town Hall CCTV Cameras (13)	20.00%	7,000.00			7,000.00	5,600.00	1,400.00		7,000.00	1,400.00	0.00
2 door Fridge	20.00%	1,100.00			1,100.00	1,100.00	0.00		1,100.00	0.00	0.00
2 door W/top Fridge	20.00%	850.00			850.00	850.00	0.00		850.00	0.00	0.00
Conference System Bridestones	20.00%	15,193.00			15,193.00	12,156.00	3,037.00		15,193.00	3,037.00	0.00
Round Tables	20.00%	1,639.00			1,639.00	1,312.00	327.00		1,639.00	327.00	0.00
LED Uplighters	20.00%	2,583.00			2,583.00	2,068.00	515.00		2,583.00	515.00	0.00
Minstrel Gallery Harness	20.00%	1,143.00			1,143.00	916.00	227.00		1,143.00	227.00	0.00
Storage shed for courtyard	20.00%	1,729.00			1,729.00	692.00	346.00		1,038.00	1,037.00	691.00
Ice Machine	20.00%	1,400.00			1,400.00	560.00	280.00		840.00	840.00	560.00
Pure AV 4 x hand held mircrophones	20.00%	1,051.00			1,051.00	420.00	210.00		630.00	631.00	421.00
Devonshire Wooden stacking armchairs x10	20.00%	400.00			400.00	160.00	80.00		240.00	240.00	160.00
Office Chairs and Desk Chairs	20.00%		1,968.00		1,968.00	0.00	394.00		394.00	0.00	1,574.00
	20.00%				0.00	0.00	0.00		0.00	0.00	0.00
		88,444.00	1,968.00	0.00	90,412.00	80,190.00	6,816.00	0.00	87,006.00	8,254.00	3,406.00

New Computer Equipment

New Comms Box	20.00%	2,545.00			2,545.00	1,527.00	509.00		2,036.00	1,018.00	509.00
Dell Optiplex 3020 (AMW)	20.00%	0.00			0.00	-1.00			-1.00	1.00	1.00
Dell Latitude E3440	20.00%	0.00			0.00	-1.00			-1.00	1.00	1.00
Dell Optiplex 3040 (JP) + Monitor	20.00%	131.00			131.00	130.00	0.00		130.00	1.00	1.00
Dell Inspiron 15 5000 (MH)	20.00%	1,463.00			1,463.00	879.00	293.00		1,172.00	584.00	291.00
Lenovo Thinkpad Edge E540 (spare)	20.00%	0.00			0.00	-1.00			-1.00	1.00	1.00
Dell Optiplex 3020 (LM)	20.00%	0.00			0.00	-1.00			-1.00	1.00	1.00
Dell Optiplex 3020 (MW)	20.00%	0.00			0.00	-1.00			-1.00	1.00	1.00
Dell Optiplex 3020 (MS)	20.00%	0.00			0.00	-1.00			-1.00	1.00	1.00
Avocor Touch Screen & Trolley	20.00%	1,854.00			1,854.00	1,484.00	369.00		1,853.00	370.00	1.00
Dell Optiplex 3050+ Monitor (ST)	20.00%	147.00			147.00	117.00	29.00		146.00	30.00	1.00
Dell Latitude E3380 (DM)	20.00%	1,170.00			1,170.00	936.00	233.00		1,169.00	234.00	1.00
Dell Latitude E3580 (JM)	20.00%	1,130.00			1,130.00	904.00	225.00		1,129.00	226.00	1.00
Lenovo Thinkcentre M635q (for TV in foyer)	20.00%	407.00			407.00	162.00	81.00		243.00	245.00	164.00
Dell Vostro 3580 (spare laptop)	20.00%	807.00			807.00	322.00	161.00		483.00	485.00	324.00
Dell Vostro 3470 (LM)	20.00%	725.00			725.00	290.00	145.00		435.00	435.00	290.00
Dell Vostro 3470 (AMW)	20.00%	816.00			816.00	326.00	163.00		489.00	490.00	327.00
Dell Vostro 3470 (MW)	20.00%	725.00			725.00	290.00	145.00		435.00	435.00	290.00
Dell Vostro 5568 Notebook (MS)	20.00%	879.00			879.00	352.00	176.00		528.00	527.00	351.00
Dell Vostro Laptop + Docking Station (ST)	20.00%	1,108.00			1,108.00	222.00	222.00		444.00	886.00	664.00
Dell Vostro Laptop + Docking Station (LM)	20.00%	1,108.00			1,108.00	222.00	222.00		444.00	886.00	664.00
Dell Vostro Laptop (AMW)	20.00%	886.00			886.00	177.00	177.00		354.00	709.00	532.00
Dell Vostro Laptop + Docking Station (JP)	20.00%	1,108.00			1,108.00	222.00	222.00		444.00	886.00	664.00
Dell Vostro Laptop + Docking Station (MW)	20.00%	1,440.00			1,440.00	288.00	288.00		576.00	1,152.00	864.00
Dell Vostro Laptop + Docking Station (RB)	20.00%	1,214.00			1,214.00	243.00	243.00		486.00	971.00	728.00
Dell Vostro Laptop (DC)	20.00%	1,070.00			1,070.00	214.00	214.00		428.00	856.00	642.00
Mobile Phones (5)	20.00%	1,517.00			1,517.00	303.00	303.00		606.00	1,214.00	911.00
Dell Laptop (SVS)	20.00%		886.00		886.00		177.00		177.00	0.00	709.00
Dell Laptop (CS)	20.00%		938.00		938.00		188.00		188.00	0.00	750.00
Del Vostro 3681 Server	20.00%		985.00		985.00		197.00		197.00	0.00	788.00
	20.00%				0.00	0.00	0.00		0.00	0.00	0.00
	20.00%				0.00	0.00	0.00		0.00	0.00	0.00
		22250.00	2809.00	0.00	25059.00	9604.00	4982.00	0.00	14586.00	12646.00	10473.00

Congleton Town Council
Summary of Fixed Assets

	MEMO COST	C O S T				DEPRECIATION				N B VALUE	
		01/04/2021	Add	Disp	31/03/2022	01/04/2021	Prov	Disp	31/03/2022	01/04/2021	31/03/2022
Streetscape Equipment											
Lawnflight Lawnmower 553HRSPROHS	20.00%	949.00			949.00	760.00	188.00		948.00	189.00	1.00
Lawnflight Lawnmower 553HRSPROHS	20.00%	949.00			949.00	760.00	188.00		948.00	189.00	1.00
Bowling Green Mower	20.00%	1.00			1.00	0.00	0.00		0.00	1.00	1.00
Strimmer	20.00%	1.00			1.00	0.00	0.00		0.00	1.00	1.00
Strimmer	20.00%	1.00			1.00	0.00	0.00		0.00	1.00	1.00
Blower Stihl BR350	20.00%	1.00			1.00	0.00	0.00		0.00	1.00	1.00
Hedgecutter	20.00%	1.00			1.00	0.00	0.00		0.00	1.00	1.00
Hedgecutter	20.00%	1.00			1.00	0.00	0.00		0.00	1.00	1.00
Flymo mower	20.00%	1.00			1.00	0.00	0.00		0.00	1.00	1.00
Hayter Harrier	20.00%	1.00			1.00	0.00	0.00		0.00	1.00	1.00
Trailer	20.00%	1.00			1.00	0.00	0.00		0.00	1.00	1.00
Williams Trailer	20.00%	2,975.00			2,975.00	1,785.00	595.00		2,380.00	1,190.00	595.00
Small Ford Tractor	20.00%	1.00			1.00	0.00	0.00		0.00	1.00	1.00
Hayter Condor Hydro with 5 blades	20.00%	5,315.00			5,315.00	5,314.00	0.00		5,314.00	1.00	1.00
Hayter Condor Hydro with 5 blades	20.00%	5,315.00			5,315.00	5,314.00	0.00		5,314.00	1.00	1.00
Honda HRH536HX 4 Wheel	20.00%	1,026.00			1,026.00	1,025.00	0.00		1,025.00	1.00	1.00
Honda HRH536HX 4 Wheel	20.00%	1,026.00			1,026.00	1,025.00	0.00		1,025.00	1.00	1.00
Honda HRH536HX 4 Wheel	20.00%	1,026.00			1,026.00	1,025.00	0.00		1,025.00	1.00	1.00
Striimer Stihl FS410 C-E	20.00%	707.00			707.00	706.00	0.00		706.00	1.00	1.00
Striimer Stihl FS410 C-E	20.00%	707.00			707.00	706.00	0.00		706.00	1.00	1.00
Striimer Stihl FS410 C-E	20.00%	707.00			707.00	706.00	0.00		706.00	1.00	1.00
Blower Stihl BR350	20.00%	356.00			356.00	355.00	0.00		355.00	1.00	1.00
Long Reach Hedge Cutter	20.00%	338.00			338.00	337.00	0.00		337.00	1.00	1.00
Long Reach Hedge Cutter	20.00%	338.00			338.00	337.00	0.00		337.00	1.00	1.00
Ride On Mower Toro LT3340 - Cylinder	20.00%	24,950.00		-24950.00	0.00	24,949.00	0.00	-24949.00	0.00	1.00	0.00
Ride On Mower Toro LT3340 - Rotary	20.00%	12,995.00		-12995.00	0.00	12,994.00	0.00	-12994.00	0.00	1.00	0.00
Back Pack Vacuum	20.00%	994.00			994.00	993.00	0.00		993.00	1.00	1.00
Blower Stihl BR600	20.00%	371.00			371.00	370.00	0.00		370.00	1.00	1.00
Petrol Rotovator	20.00%	308.00			308.00	307.00	0.00		307.00	1.00	1.00
Honda HRX527HY Lawnmower	20.00%	797.00			797.00	796.00	0.00		796.00	1.00	1.00
Honda HHH25S75E Strimmer	20.00%	0.00			0.00	0.00	0.00		0.00	0.00	0.00
Honda HHH25S75E Strimmer	20.00%	0.00			0.00	0.00	0.00		0.00	0.00	0.00
S/H Pressure washer with trailer	20.00%	1,500.00			1,500.00	1,499.00	0.00		1,499.00	1.00	1.00
Apache SC42 Scarifier	20.00%	349.00			349.00	348.00	0.00		348.00	1.00	1.00
Stihl MS180 14" Chainsaw	20.00%	172.00			172.00	136.00	35.00		171.00	36.00	1.00
Stihl HS87T Hedgecutter	20.00%	351.00			351.00	280.00	70.00		350.00	71.00	1.00
Echo ES-250ES Leaf Blower	20.00%	196.00			196.00	156.00	39.00		195.00	40.00	1.00
Ransome Super Certex LDFC604	20.00%	3,735.00			3,735.00	2,241.00	747.00		2,988.00	1,494.00	747.00
Black Bins 50" HSL x 6	20.00%	1,097.00			1,097.00	438.00	219.00		657.00	659.00	440.00
Solar Assisted SID	20.00%	1,422.00			1,422.00	568.00	284.00		852.00	854.00	570.00
Stihl KM131R combi engine x 3	20.00%	1,345.00			1,345.00	538.00	269.00		807.00	807.00	538.00
2 x Lawnmowers	20.00%	1,350.00			1,350.00	270.00	270.00		540.00	1,080.00	810.00
ESPA Pump	20.00%	827.00			827.00	165.00	165.00		330.00	662.00	497.00
Pressure Washer	20.00%	199.00			199.00	40.00	40.00		80.00	159.00	119.00
2 x Lawnmowers	20.00%	2,500.00			2,500.00	500.00	500.00		1,000.00	2,000.00	1,500.00
Turf Cutte	20.00%	763.00			763.00	153.00	153.00		306.00	610.00	457.00
2 x Stih; FS-KM Kombitool	20.00%	234.00			234.00	47.00	47.00		94.00	187.00	140.00
Angle Grinder	20.00%	106.00			106.00	21.00	21.00		42.00	85.00	64.00
Petrol Generator	20.00%	433.00			433.00	87.00	87.00		174.00	346.00	259.00
Hedgetrimmer	20.00%	398.00			398.00	80.00	80.00		160.00	318.00	238.00
Honda Mowers	20.00%		2,890.00		2,890.00		578.00		578.00	0.00	2,312.00
Rotavator	20.00%		1,475.00		1,475.00		295.00		295.00	0.00	1,180.00
Ransome Mowers (2)	20.00%		23,000.00		23,000.00		4,600.00		4,600.00	0.00	18,400.00
	20.00%										
		79,136.00	27,365.00	-37945.00	68,556.00	68,131.00	9,470.00	-37943.00	39,658.00	11,005.00	28,898.00

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	9 th June 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	15 Unaudited Financial Statements for year ending 31st March 2022		
Background	Congleton Town Council undertake the services of DCK Accounting Solution Ltd to produce Unaudited Financial Statements of accounts, these sit alongside the Annual Governance and Accountability Report (AGAR) which we must submit to external auditors.		
Updates	The attached Unaudited Financial Statements, Appendix 15.1, have been produced for the year ending 31 st March 2022.		
Decision Requested	To receive the Unaudited Financial Statements for the year ending 31 st March 2022 and to recommend to Council on 22 nd June for approval.		

Congleton Town Council

Unaudited Financial Statements

For the year ended 31 March 2022

Congleton Town Council

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31 March 2022

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Congleton Town Council

Council Information

31 March 2022

(Information current at 23rd June 2022)

Town Mayor

Cllr M. Gartside

Councillors

Cllr R. Moreton (Deputy Mayor)

Cllr S. M. Ackers Smith

Cllr D. S. Allen

Cllr D. Amies

Cllr M. Amies

Cllr D.T Brown

Cllr R. Chadwick

Cllr R. Douglas

Cllr P. Duffy

Cllr S. Firkin

Cllr G. P Hayes

Cllr R. Hemsley

Cllr S. A. Holland

Cllr A. M. Martin

Cllr D. Murphy

Cllr J. D. Parry

Cllr M. Rogan

Cllr J. Smith

Cllr K. Wesley

Chief Officer

Mr D McGifford

Responsible Financial Officer (R.F.O.)

S. Van Schepdael

Auditors

PKF Littlejohn LLP

SBA Team, 1 Westferry Circus

Canary Wharf, London, E14 4HD

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm, 46 The Common, Bromham

Chippenham, Wiltshire, SN15 2JJ

Congleton Town Council
Statement of Responsibilities
31 March 2022

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Responsible Financial Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2022 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Congleton Town Council at 31 March 2022, and its income and expenditure for the year ended 31 March 2022.

Signed:

S. Van Schepdael- Responsible Financial Officer

Date:

Congleton Town Council
Statement of Accounting Policies
31 March 2022

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Congleton Town Council
Statement of Accounting Policies
31 March 2022

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Investments

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 12.

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 15.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Congleton Town Council
Statement of Accounting Policies
31 March 2022

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 18 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Revaluation Reserves – hold balances representing unrealised gains on the appropriate asset since 1st April 2007.

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation was due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Congleton Town Council
Income and Expenditure Account
31 March 2022

	Notes	2022 £	2021 £
Income			
Precept on Unitary Authority		954,146	923,674
Grants Receivable		-	13,795
Rents Receivable, Interest & Investment Income		2,005	2,839
Charges made for Services		617,568	592,894
Other Income		304	-
Total Income		1,574,023	1,533,202
Expenditure			
Direct Service Costs:			
Salaries & Wages		(666,065)	(571,354)
Grant-aid Expenditure		(57,571)	(47,738)
Other Costs		(554,274)	(613,887)
Democratic, Management & Civic Costs:			
Salaries & Wages		(194,958)	(171,546)
Other Costs		(61,005)	(51,479)
Total Expenditure		(1,533,873)	(1,456,004)
Excess of Income over Expenditure for the year.		40,150	77,198
Exceptional Items			
(Loss) on the disposal of fixed assets		(2)	(1,056)
Net Operating Surplus for Year		40,148	76,142
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(5,696)	(5,436)
Capital Expenditure charged to revenue	10	(34,163)	(29,163)
Reverse loss on asset disposals		2	1,056
Transfer from/(to) Earmarked Reserves	20	498	(34,916)
Surplus for the Year to General Fund		789	7,683
Net Surplus for the Year		291	42,599
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer from/(to) Earmarked Reserves	20	(498)	34,916
Surplus for the Year to General Fund		789	7,683
		291	42,599

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 20 form part of these unaudited statements.

Congleton Town Council
Statement of Movement in Reserves
31 March 2022

Reserve	Purpose of Reserve	Notes	2022 £	Net Movement in Year £	2021 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	19	100,943	-	100,943
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	18	361,516	(7,642)	369,158
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	701,825	(498)	702,323
General Fund	Resources available to meet future running costs		227,033	789	226,244
Total			1,391,317	(7,351)	1,398,668

The notes on pages 12 to 20 form part of these unaudited statements.

Congleton Town Council

Balance Sheet

31 March 2022

	Notes	2022 £	2022 £	2021 £
Fixed Assets				
Tangible Fixed Assets	9		1,923,869	1,968,504
Current Assets				
Stock		3,943		-
Debtors and prepayments	13	14,403		29,545
Investments	12	300,000		300,000
Cash at bank and in hand		722,581		660,714
		<u>1,040,927</u>		<u>990,259</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(5,968)		(5,696)
Creditors and income in advance	14	<u>(112,068)</u>		<u>(61,691)</u>
Net Current Assets			922,891	922,872
Total Assets Less Current Liabilities			2,846,760	2,891,376
Long Term Liabilities				
Long-term borrowing	15		(330,463)	(336,431)
Deferred Grants	17		<u>(1,124,980)</u>	<u>(1,156,277)</u>
Total Assets Less Liabilities			<u>1,391,317</u>	<u>1,398,668</u>
Capital and Reserves				
Revaluation Reserve	19		100,943	100,943
Capital Financing Reserve	18		361,516	369,158
Earmarked Reserves	20		701,825	702,323
General Reserve			<u>227,033</u>	<u>226,244</u>
			<u>1,391,317</u>	<u>1,398,668</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2022, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 23rd June 2022 .

Signed:
Cllr M. Gartside	S. Van Schepdael
Town Mayor	Responsible Financial Officer

Date:
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The notes on pages 12 to 20 form part of these unaudited statements.

Congleton Town Council

Cash Flow Statement

31 March 2022

	Notes	2022 £	2022 £	2021 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(855,968)		(741,207)
Other operating payments		<u>(620,995)</u>		<u>(682,484)</u>
			(1,476,963)	(1,423,691)
<i>Cash inflows</i>				
Precept on Unitary Authority		954,146		923,674
Cash received for services		638,703		576,152
Revenue grants received		<u>-</u>		<u>13,795</u>
			1,592,849	1,513,621
Net cash inflow from Revenue Activities	21		115,886	89,930
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(16,082)		(16,342)
<i>Cash inflows</i>				
Interest received		<u>1,922</u>		<u>3,205</u>
Net cash (outflow) from Servicing of Finance			(14,160)	(13,137)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		<u>(34,163)</u>		<u>(29,163)</u>
Net cash (outflow) from Capital Activities			(34,163)	(29,163)
Net cash inflow before Financing			<u>67,563</u>	<u>47,630</u>
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			<u>(5,696)</u>	<u>(5,436)</u>
Net cash (outflow) from financing and liquid resources			<u>(5,696)</u>	<u>(5,436)</u>
Increase in cash	22		<u>61,867</u>	<u>42,194</u>

The notes on pages 12 to 20 form part of these unaudited statements.

Congleton Town Council

Notes to the Accounts

31 March 2022

1 Interest and Investment Income

	2022	2021
	£	£
Interest Income - General Funds	2,005	2,839
	<u>2,005</u>	<u>2,839</u>

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 Related Party Transactions

The council entered into no material transactions with related parties during the year.

4 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2022	2021
	£	£
Recruitment Advertising	1,116	-
Other Advertising	70	70
Marketing/Promotions	6,218	4,881
Council Newsletter	6,608	7,235
Council Website	2,293	2,438
	<u>16,305</u>	<u>14,624</u>

5 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2022	2021
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

6 Members' Allowances

	2022	2021
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
	<u>3,000</u>	<u>3,000</u>

Congleton Town Council

Notes to the Accounts

31 March 2022

7 Employees

The average weekly number of employees during the year was as follows:

	2022	2021
	Number	Number
Full-time	19	14
Part-time	11	12
Temporary	3	-
	<u>33</u>	<u>26</u>

All staff are paid in accordance with nationally agreed pay scales.

8 Pension Costs

The council participates in the Cheshire Pension Fund.

The Cheshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

Financial Reporting Standard for Small Enterprises (FRSSE), for schemes such as Cheshire requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

The cost to the council for the year ended 31 March 2022 was £136,120 (31 March 2021 - £119,592).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 21.35% of employees' pensionable pay with effect from 1st April 2022 (year ended 31 March 2022 – 21.35%).

Congleton Town Council

Notes to the Accounts

31 March 2022

9 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£	£
At 31 March 2021	2,236,120	95,000	316,307	90,549	150,396	2,888,372
Additions	-	-	34,163	-	-	34,163
Disposals	-	-	(37,945)	-	-	(37,945)
At 31 March 2022	2,236,120	95,000	312,525	90,549	150,396	2,884,590
Depreciation						
At 31 March 2021	(544,725)	(24,700)	(262,501)	(82,622)	(5,320)	(919,868)
Charged for the year	(43,380)	(1,900)	(30,346)	(2,586)	(584)	(78,796)
Eliminated on disposal	-	-	37,943	-	-	37,943
At 31 March 2022	(588,105)	(26,600)	(254,904)	(85,208)	(5,904)	(960,721)
Net Book Value						
At 31 March 2022	1,648,015	68,400	57,621	5,341	144,492	1,923,869
At 31 March 2021	1,691,395	70,300	53,806	7,927	145,076	1,968,504

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2009 by external independent valuers, Messrs D Dingle B.Sc. Dip Arch (Hons) RIBA. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets.

Congleton Town Council

Notes to the Accounts

31 March 2022

10 Financing of Capital Expenditure

	2022	2021
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	34,163	29,163
	<u>34,163</u>	<u>29,163</u>

was financed by:

Revenue:

Capital Projects Reserve	3,201	11,537
Equipment Replacement Reserve	25,892	6,808
Precept and Revenue Income	5,070	10,818
	<u>34,163</u>	<u>29,163</u>

11 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Congleton Town Hall

Allotments

Operational Land and Buildings

Congleton Paddling Pool

Vehicles and Equipment

Paddling Pool plant and equipment

Christmas Lights

Town Hall Furniture and Equipment

Sundry office equipment

Streetscape Vehicles and Equipment

Infrastructure Assets

Fencing and gates at various sites

Noticeboards and road signs

Other street furniture

Community Assets

Council Artefacts & Regalia

War Memorial

Statue - Sergeant Eardley VC

Public Toilets

Land by War Memorial

Congleton Town Council

Notes to the Accounts

31 March 2022

12 Current Asset Investments

	2022	2021
	£	£
Cambridge and Counties Bank - Bond	150,000	150,000
CCLA Public Sector Deposit Fund	150,000	150,000
	<hr/>	<hr/>
	300,000	300,000
	<hr/>	<hr/>

13 Debtors

	2022	2021
	£	£
Debtors Control	8,946	28,483
Trade Debtors	<hr/>	<hr/>
	8,946	28,483
Other Debtors	2,770	-
Prepayments	1,937	395
Accrued Interest Income	750	667
	<hr/>	<hr/>
	14,403	29,545
	<hr/>	<hr/>

14 Creditors and Accrued Expenses

	2022	2021
	£	£
Trade Creditors	47,981	21,958
Other Creditors	7,738	10,289
V A T Payable	1,992	3,040
Payroll Taxes and Social Security	17,012	11,959
Accruals	33,281	14,445
Income in Advance	4,064	-
	<hr/>	<hr/>
	112,068	61,691
	<hr/>	<hr/>

Congleton Town Council

Notes to the Accounts

31 March 2022

15 Long Term Liabilities

	2022	2021
	£	£
Public Works Loan Board	336,431	342,127
	<u>336,431</u>	<u>342,127</u>
	2022	2021
	£	£
The above loans are repayable as follows:		
Within one year	5,968	5,696
From one to two years	6,253	5,968
From two to five years	20,608	19,668
From five to ten years	41,452	39,563
Over ten years	262,150	271,232
	<u>336,431</u>	<u>342,127</u>
Total Loan Commitment	336,431	342,127
Less: Repayable within one year	(5,968)	(5,696)
	<u>330,463</u>	<u>336,431</u>

16 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2022	2021
	£	£
Obligations expiring within one year	36,113	36,113
Obligations expiring between two and five years	775	775
Obligations expiring after five years	-	-
	<u>36,888</u>	<u>36,888</u>

17 Deferred Grants

	2022	2021
	£	£
Capital Grants Applied		
At 01 April	1,156,277	1,187,574
Released to offset depreciation	(31,297)	(31,297)
At 31 March	<u>1,124,980</u>	<u>1,156,277</u>
Total Deferred Grants		
At 31 March	<u>1,124,980</u>	<u>1,156,277</u>
At 01 April	<u>1,156,277</u>	<u>1,187,574</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

Congleton Town Council

Notes to the Accounts

31 March 2022

18 Capital Financing Account

	2022	2021
	£	£
Balance at 01 April	369,158	377,878
Financing capital expenditure in the year		
Additions - using revenue balances	34,163	29,163
Loan repayments	5,696	5,436
Disposal of fixed assets	(37,945)	(9,879)
Depreciation eliminated on disposals	37,943	8,823
Reversal of depreciation	(78,796)	(73,560)
Deferred grants released	31,297	31,297
Balance at 31 March	361,516	369,158

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

19 Revaluation Reserve

	2022	2021
	£	£
Balance at 01 April	100,943	100,943
Balance at 31 March	100,943	100,943

The revised system of accounting for local councils requires the establishment of a Revaluation Reserve. The balance on this account represents revaluation of fixed assets since 1st April 2007, less subsequent depreciation charged to revenue on such revaluation elements. This account will increase or reduce as and when assets are revalued or disposed of.

20 Earmarked Reserves

	Balance at	Contribution	Contribution	Balance at
	01/04/2021	to reserve	from reserve	31/03/2022
	£	£	£	£
Capital Projects Reserves	440,993	20,000	(11,996)	448,997
Asset Renewal Reserves	32,536	5,000	(30,022)	7,514
Other Earmarked Reserves	228,794	110,622	(94,102)	245,314
Total Earmarked Reserves	702,323	135,622	(136,120)	701,825

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2022 are set out in detail at Appendix A.

Congleton Town Council

Notes to the Accounts

31 March 2022

21 Reconciliation of Revenue Cash Flow

	2022	2021
	£	£
Net Operating Surplus for the year	40,150	77,198
Add/(Deduct)		
Interest Payable	16,082	16,342
Interest and Investment Income	(1,922)	(3,205)
(Increase) in stock held	(3,943)	-
Decrease/(Increase) in debtors	15,142	(3,507)
Increase in creditors	50,377	3,102
Revenue activities net cash inflow	<u>115,886</u>	<u>89,930</u>

22 Movement in Cash

	2022	2021
	£	£
Balances at 01 April		
Cash with accounting officers	71	107
Cash at bank	<u>660,643</u>	<u>618,413</u>
	<u>660,714</u>	<u>618,520</u>
Balances at 31 March		
Cash with accounting officers	473	71
Cash at bank	<u>722,108</u>	<u>660,643</u>
	<u>722,581</u>	<u>660,714</u>
Net cash inflow	<u>61,867</u>	<u>42,194</u>

23 Reconciliation of Net Funds/Debt

	2022	2021
	£	£
Increase in cash in the year	<u>61,867</u>	<u>42,194</u>
Cash outflow from repayment of debt	<u>5,696</u>	<u>5,436</u>
Net cash flow arising from changes in debt	<u>5,696</u>	<u>5,436</u>
Movement in net funds in the year	<u>67,563</u>	<u>47,630</u>
Cash at bank and in hand	660,714	618,520
Total borrowings	<u>(342,127)</u>	<u>(347,563)</u>
Net funds at 01 April	<u>318,587</u>	<u>270,957</u>
Cash at bank and in hand	722,581	660,714
Total borrowings	<u>(336,431)</u>	<u>(342,127)</u>
Net funds at 31 March	<u>386,150</u>	<u>318,587</u>

Congleton Town Council

Notes to the Accounts

31 March 2022

24 Capital Commitments

The council had no capital commitments at 31 March 2022 not otherwise provided for in these accounts.

25 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 23rd June 2022), which would have a material impact on the amounts and results reported herein.

Congleton Town Council

Appendices

31 March 2022

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2021</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2022</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Capital Contingency Fund	440,993	20,000	(11,996)	448,997
	<u>440,993</u>	<u>20,000</u>	<u>(11,996)</u>	<u>448,997</u>
<u>Asset Replacement Reserves</u>				
Capital Equipment Fund	32,536	5,000	(30,022)	7,514
	<u>32,536</u>	<u>5,000</u>	<u>(30,022)</u>	<u>7,514</u>
<u>Other Earmarked Reserves</u>				
Elections	20,000			20,000
Business Recovery	17,175		(6,600)	10,575
Crime Prevention/Traffic Calming	7,357			7,357
Committed Grants	8,354	7,680	(8,354)	7,680
Congleton Partnership	53,291	61,822	(53,291)	61,822
Covid 19	16,156		(10,398)	5,758
Ancient Treasures	3,000			3,000
Web Site	5,151			5,151
Training	8,479			8,479
Public Toilets	24,012			24,012
Public Realm	9,188			9,188
Legal Fees	5,292			5,292
Christmas Lights	0			0
Tourism	19,169		(13,593)	5,576
Marketing	5,000			5,000
Congleton Neighbourhood Plan	9,393		(508)	8,885
Cenotaph	11,777		(1,358)	10,419
Rotary Bonfire	5,000			5,000
Civic	1,000			1,000
CIL		304		304
Information Centre		22,011		22,011
750 Celebrations		13,805		13,805
Ukraine Support		5,000		5,000
	<u>228,794</u>	<u>110,622</u>	<u>(94,102)</u>	<u>245,314</u>
TOTAL EARMARKED RESERVES	<u>702,323</u>	<u>135,622</u>	<u>(136,120)</u>	<u>701,825</u>

Congleton Town Council

31 March 2022

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Museum Support	4,500	4,500
Recreation & Sport	27,558	30,649
Allotments	1,250	(60)
Tourism	67,653	41,029
Closed Churchyard & Church Clock	550	481
Congleton Town Hall	85,850	106,901
Public Conveniences	10,250	6,280
Community Safety (Crime Reduction)	63,100	42,587
Congleton Partnership & Community Development	202,488	198,932
CTC Streetscape	203,132	229,043
Net Direct Services Costs	666,331	660,342
Corporate Management	183,102	185,170
Democratic & Civic	59,435	54,407
Net Democratic, Management and Civic Costs	242,537	239,577
Interest & Investment Income	(1,500)	(2,005)
Loan Charges	21,778	21,778
Capital Expenditure	38,000	34,163
Transfers to/(from) other reserves	(13,000)	(498)
(Deficit from)/Surplus to General Reserve	-	789
Precept on Unitary Authority	954,146	954,146

Congleton Town Council

31 March 2022

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2022 £	2022 £	2022 £	2021 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
DIRECT SERVICE COSTS				
Museum Support}	4,500	-	4,500	4,500
Recreation & Sport	30,649	-	30,649	473
Allotments	130	(190)	(60)	1,247
Tourism	164,216	(123,187)	41,029	23,301
Closed Churchyard & Church Clock	481	-	481	303
Congleton Town Hall	179,242	(72,341)	106,901	107,949
Public Conveniences	6,280	-	6,280	10,188
Community Safety (Crime Reduction)	42,587	-	42,587	34,460
Grants	57,107	(5,318)	51,789	41,346
Congleton Partnership	56,774	(30,681)	26,093	124,387
Community Development	121,750	(700)	121,050	102,545
CTC Streetscape	614,194	(385,151)	229,043	175,487
Luncheon Club	-	-	-	104
DEMOCRATIC, CORPORATE AND CIVIC COSTS				
Corporate Management	185,474	(304)	185,170	161,146
Democratic & Civic	48,385	-	48,385	42,507
Civic Expenses	6,022	-	6,022	3,030
Net Cost of Services	1,517,791	(617,872)	899,919	832,973

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	9 th June 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	16 Internal Audit Report - 31st March 2022		
Background	All town and parish councils are required by statute to make arrangements for an independent, internal audit examination of their accounting records and systems of internal control.		
Updates	Congleton Town Council's Internal Audit services are provided by Auditing Solutions Ltd. During the financial year 2021-2022 they have completed 3 audits, the report in Appendix 16.1 represents the final outcome for the year.		
Decision Requested	To receive the Final Internal Audit report for year ending 31 st March 2022 and to recommend to Council on 22 nd June to receive the report.		



Congleton Town Council

Internal Audit Report 2021-22: Final update

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2021-22 financial year which was completed by 23rd November 2021 and 4th February and 26th May 2022. We have undertaken the final 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.

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 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 and March 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 and March 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.

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 completed our review of the minutes of the Full Council and Standing Committees, excluding Planning to ensure that no actions of an ultra vires nature are being either considered or have been actioned, whilst also ensuring that the Council's finances remain at a healthy level to provide appropriate funds for future planned development and current

revenue spending plans. We also note that, as previously, various grants have been approved for payment during the current year.

Conclusions

There are no matters requiring formal recommendation in this area of our review process. As mentioned above consideration should be given to include controls in respect of the TIC.

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 and purchase ledger entries to March 2022.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to March 2022 submitted to HMRC, with no issues arising.

Conclusions

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

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 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 March 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.

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 23rd March 2022 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.

Fixed Asset Registers

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

Conclusion

No issues require formal comment or recommendation.

Investments & Loans

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

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

We have verified the half-yearly loan repayments to the 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.

Annual Governance and Accountability Return

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

As part of our year-end review we have checked the March 2022 cash books and nominal ledgers.

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

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

Conclusions

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	9 th June 2022 7.00pm	LOCATION	Town Hall
REPORT FROM	Serena Van Schepdael – Finance Manager/Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	17 Annual Governance and Accountability Return (AGAR) 2021-2022		
Background	<p>The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with proper practices.</p> <p>An Annual Governance and Accountability Return (AGAR) must be completed each year and submitted to the relevant External Auditor under strict deadlines. The External Auditor is chosen by the Smaller Authorities' Audit Appointments Ltd (SAAA) under the Local Audit and Accountability Act 2014 to Town and Parish Councils.</p> <p>For those, like Congleton Town Council, with income or expenditure between £200,000 and £6.5 million per year (referred to as smaller authorities), the current External Auditors are PKF Littlejohn LLP, who were procured to be the Auditors from 2017 to year ending 2022.</p>		
Updates	<p>All documentation must be received by the External Auditor by 30th June 2022 for the financial year end of 31st March 2022 and must be signed at a Full Council meeting.</p> <p>The dates for the period of public rights (where members of the public can request to see the accounts and documentation) have to be published on the Authority's website after signing at Full Council. The initial Unaudited Account must be published for public viewing by 1st July 2022 and be available for 30 working days.</p> <p>These documents are for the Finance committee to consider and recommend to Full Council for signing on 22nd June 2022, see Appendix 21.1.</p>		
Decision Requested	To recommend approval of the Annual Governance and Accountability Return (AGAR) 21/22 to full Council for signing on 22 nd June 2022.		

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

CONGLETON TOWN COUNCIL

www.congleton-tc.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

23/11/2021

04/02/2022

26/05/2022

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit

Date

26/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.congleton-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

CONGLETON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	887,968	928,567	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	923,674	954,146	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	607,528	619,877	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-742,900	-861,023	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-21,778	-21,778	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-725,925	-690,931	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	928,567	928,858	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	960,714	1,022,581	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,888,372	2,884,590	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	342,127	336,431	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.			
N.B. The figures in the accounting statements above do not include any Trust transactions.			

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

CONGLETON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	9 th June 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	18 Update to Financial Regulations		
Background	During the Internal Audits check in 2021-22 our Internal Auditor, Auditing Solutions Ltd, noted: <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>		
Updates	See Appendix Item 16.1; Section 9; Additional paragraph 9.10 as below has been inserted into the Financial Regulations: <i>Floats for Congleton Information Centre should be kept to a maximum of £200, £100 Till float and £100 Change float. When not in use both floats are to be secured in the Council’s safe overnight. The RFO will arrange regular checks on the floats. The float totals to be reviewed by the RFO on an annual basis.</i>		
Decision Requested	To accept the addition to the Financial Regulations and to recommend to Council for approval and adoption into the constitution.		

CONGLETON TOWN COUNCIL
FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 9th December 2021.

1. GENERAL

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

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

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

1.14. In addition, the council must:

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

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The RFO must each year, by no later than November, prepare detailed estimates of all income and expenditure, including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each committee and the council.
- 3.2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The Finance Committee shall recommend and the Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £10,000;
 - a duly delegated committee of the council for items over £5,000; or
 - the Chief Officer for any items below £5,000.
 - Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Chief Officer, and where necessary also by the appropriate Chair.

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

- 4.2. Expenditure in accordance with 4.1 above which results in a budget being exceeded by no more than 10% may be authorised in arrears by the Finance Committee. No other expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by prior resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Chief Officer and the Mayor or Chair of relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

- 4.5. In cases of extreme risk to the delivery of council services, the Chief Officer may authorise revenue expenditure on behalf of the council which in the Chief Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Chief Officer shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. The Chief Officer and RFO to be signatories on the accounts for communication purposes only and not to be used for payment. The banking arrangements shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments, forming part of the Agenda for the Meeting and present the schedule to The Finance Committee. The committee shall review the schedule for compliance and, having satisfied itself shall note the payments.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted within the stated credit terms.

- 5.5. The Chief Officer and RFO shall have delegated authority to make payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Chief Officer and RFO certify that there is no dispute or other reason to delay payment.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) or
 - c) fund transfers within the councils banking arrangements.
- 5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Chief Officer or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, must not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment, the invoice and other documentation shall be initialled by the signatories.

- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.9. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.11. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12. Where internet banking arrangements are made with any bank, the Chief Officer and the RFO shall be appointed as Service Administrators. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Chief Officer or the RFO. A programme of regular checks of standing data with suppliers will be followed by the RFO.

- 6.15. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Chief Officer and shall be subject to automatic payment in full at each month-end. In the absence of the Chief Officer any two from the Management Team (currently the RFO, Deputy CO, Town Hall Manager, Streetscape Manager) may authorise use of the credit card or trade card. Full details of all such transactions are to be advised by the RFO to the CO on his return. VAT invoices must be obtained where possible. Details of the Credit Card must not be stored or saved in online trading/purchasing accounts. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.16. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.
- 6.17 Salaries are to be paid by bank transfer and the payment summary signed by the Chair and Vice Chair of Finance, in the absence of either one the summary can be approved by another signatory.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.

- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

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

- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

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

9.9.9.10. Floats for Congleton Information Centre should be kept to a maximum of £200, £100 Till float and £100 Change float. When not in use both floats are to be secured in the Councils safe overnight. The RFO will arrange regular checks on the floats. The float totals to be reviewed by the RFO on an annual basis.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available

terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Chief Officer and RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works

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

contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Chief Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Chief Officer or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Chief Officer or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

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

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a

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

contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Chief Officer to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.
- 12.4. Any capital project of a value exceeding £10k will be subject to the following: The Town Mayor, Deputy Mayor, Chair and Vice Chair of the Finance and Policy Committee to have delegated powers along with the Chief Officer to agree financial details of the purchase of goods, including agreeing terms of payment. (At least 3 of the Councillors to be present when a decision is taken).
- 12.5. A financial search will be undertaken of the supplier's credit worthiness and financial status and appropriate references taken up from previous customers. The option to consider using an Advance Payment Bond to be explored where appropriate.
- 12.6. Final payment of invoice to be dependent on ensuring the goods are fit for purpose and meet the specification set by the Town Council.
- 12.7. Purchases of a high value exceeding £25k should be referred to the Finance and Policy Committee for approval including the terms of payment.
- 12.8. When specifications are drawn up for the purchase of goods and or services then such specifications should be reviewed and adopted by the Finance and Policy Committee.

13. STORES AND EQUIPMENT

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

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Chief Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £3,000.

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

15. INSURANCE

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

16. RISK MANAGEMENT

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

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Drug and Alcohol Policy		
MEETING DATE AND TIME	9 th June 2022 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Ruth Burgess		
AGENDA ITEM	19		
REPORT TITLE	Staff Drug and Alcohol Testing Policy		
Background	<p>Following informal discussions with the Town Council's Management Team regarding the benefits and viability of introducing a Staff Drug and Alcohol Testing Policy and Procedure, the Management Team have researched best practice in the area, potential suppliers and cost of a testing service.</p> <p>The purpose of the Staff Drug and Alcohol Testing Policy and Procedure would be to support the organisation in management of employees through enabling both random testing and "for cause" testing, (i.e., with suspicion) and post incident testing of employees. This would support the Town Council in helping to ensure that the health, safety and welfare of all employees, customers and service users is safeguarded, in line with the Town Council's obligation to comply with relevant legislation, specifically the Health and Safety at Work etc. Act (1974), and the Misuse of Drugs Act (1971).</p>		
Proposal	<p>Based on best practice research, it is proposed that the Town Council would randomly test 20% of the workforce (approximately 6 staff), over four sessions each year. In addition, the policy would allow for the Town Council to test employees where there was a suspicion they were in work under the influence of drugs or alcohol.</p> <p>It is proposed that the Town Council takes a zero-tolerance approach to the use of drugs and alcohol. In order to support employees prior to the introduction of the policy, there would be a three-month amnesty period where the policy would be promoted with staff, giving the opportunity for any member of staff with a drug/ alcohol/ substance misuse problem to come forward and request support from the organisation.</p>		
Finance	<p>A number of potential testing companies have been approached and quotes requested. The current preferred provider is Radox Testing Services, who have offices based in Manchester and have experience working with local councils. The indicative cost of a fully managed the service per year is set out below. This is based on random testing of 20% of the workforce and two additional call outs.</p> <p>The approximate fees for testing are £90 for pre-arranged collection sessions plus £35 per sample. For "with cause" testing you would pay a call out fee of £160, plus £35 analysis per sample.</p>		
Decision Requested	To approve the request to introduce a staff policy for random and "with cause" drug and alcohol testing for all personnel and operatives.		

Appendix 20.1

Invoice



The Police and Crime Commissioner for Cheshire
PO Box 274
MFSS Accounts
Winsford
CW7 9FX
VAT Reg No: GB185013718
Tel: 01606 366800

Email: MFSS.Accounts@cheshire.pnn.police.uk

Invoice Address

Attn: Accounts Payable
CONGLETON TOWN COUNCIL
TOWN HALL
HIGH STREET
CONGLETON
CHESHIRE
CW12 1BN

Invoice Information	
Account Number	135
Invoice Number	110720003967
Invoice Date	14-JAN-22
Your Purchase Order No	David McGifford

Description	Quantity	Unit Price	VAT %	Total
21-22 Q3 Contribution to funding of PCSOs	1.00	8,320.00	0	8,320.00
			Invoice Total	8,320.00

Payment Term IMMEDIATE

Payment Due	Amount	VAT Amount
14-JAN-22	8,320.00	0.00

HOW TO PAY

BACS payments or electronic transfers should be made to the bank account shown on the Remittance Advice below. Please include the invoice number in the reference field.

Cheques should be made payable to The Police and Crime Commissioner for Cheshire and sent to the address below. Please enclose the Remittance Advice with your payment.

The Police and Crime Commissioner for Cheshire, PO Box 274, MFSS Accounts, Winsford, CW7 9FX

REMITTANCE ADVICE

REMITTANCE ADVICE

Invoice Number: 110720003967

Customer No: 135

Invoice Date : 14-JAN-22

The Police and Crime Commissioner for
Cheshire
PO Box 274
MFSS Accounts
Winsford CW7 9FX

Bank Details:
BARCLAYS BANK PLC
The Police and Crime Commissioner for
Cheshire Legal Entity
xxxxxxx
xxxxxxx

Amount Payable : 8,320.00

Invoice



The Police and Crime Commissioner for Cheshire
 PO Box 274
 MFSS Accounts
 Winsford
 CW7 9FX
 VAT Reg No: GB185013718
 Tel: 01606 366800

Email: MFSS.Accounts@cheshire.pnn.police.uk

Invoice Address

Attn: Accounts Payable
 CONGLETON TOWN COUNCIL
 TOWN HALL
 HIGH STREET
 CONGLETON
 CHESHIRE
 CW12 1BN

Invoice Information	
Account Number	135
Invoice Number	110720004301
Invoice Date	17-MAR-22
Your Purchase Order No	David McGifford

Description	Quantity	Unit Price	VAT %	Total
PCSO Charges Quarter 4 21-22	1.00	8,320.00	0	8,320.00
			Invoice Total	8,320.00

Payment Term IMMEDIATE

Payment Due	Amount	VAT Amount
17 2	8,320.00	0.00

HOW TO PAY

BACS payments or electronic transfers should be made to the bank account shown on the Remittance Advice below. Please include the invoice number in the reference field.

Cheques should be made payable to The Police and Crime Commissioner for Cheshire and sent to the address below. Please enclose the Remittance Advice with your payment.

The Police and Crime Commissioner for Cheshire, PO Box 274, MFSS Accounts, Winsford, CW7 9FX

REMITTANCE ADVICE

REMITTANCE ADVICE

Invoice Number: 110720004301

Customer No: 135

Invoice Date : 17-MAR-22

The Police and Crime Commissioner for
 Cheshire
 PO Box 274
 MFSS Accounts
 Winsford CW7 9FX

Bank Details:
 BARCLAYS BANK PLC
 The Police and Crime Commissioner for
 Cheshire Legal Entity
 Sort Code xxxxxx
 A/C No: xxxxxxxx

Amount Payable : 8,320.00

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy											
MEETING DATE AND TIME	9 th June 2022 7.00pm	LOCATION	Congleton Town Hall									
REPORT FROM	Jackie MacArthur, Deputy Chief Officer Communities and Marketing											
AGENDA ITEM REPORT TITLE	22 Winter Gritting 2023/24											
Background	<p>In June 2021 Cheshire East Council made changes to its winter gritting routes based on the ‘Well Managed Highway Infrastructure’ (WMHI) code of practice.</p> <p>This saw 33 roads in the Congleton area that were previously part of the gritting route removed from the programme, as they no longer achieved the minimum risk-based score. It also saw Longdown Road added to the programme for Congleton</p> <p>During the consultation, Congleton Town Council objected to the removal of these roads from the gritting program and believed that there were good reasons why these roads needed to continue to be treated.</p> <p>Cheshire East Council Highways has offered Town and Parish Councils across Cheshire East the opportunity to pay for top-up gritting for roads that Towns and Parishes would like to see added to the programme for their area, but which didn’t meet the criteria under which Cheshire East will grit the roads. The deadline for signing up for winter 2022/23 was 27th May 2022. With Town Council budgets already set for this year, and the general informal steer from Councillors that road gritting is a Cheshire East responsibility, officers have not signed up to a three-year agreement.</p> <p>Cheshire East Council has asked if the Town Council would like to consider any ‘top-up gritting’ in 2023/24. If the Town Council would like to pay for top-up gritting, this would need to be built into the budget planning for 2023/24, which will be worked on over the summer. As winter gritting would be a significant cost, officers would like to understand the views of Town Councillors ahead of budget planning.</p>											
Updates	<p>We understand around 10 of the 108 Town and Parish Councils in the Cheshire East area have agreed to pay for additional top-up gritting.</p> <p>The guidance given on the cost of the gritting is</p> <ul style="list-style-type: none">• Fixed costs of £725 per kilometre per year• Operational costs of £8.47 per kilometre per gritting run• Average number of gritting runs to expect in an average year 65 <p>Taking three of the roads in Congleton the estimated cost of top-up gritting would be:</p> <table><tr><td>Padgbury Lane £1492.39</td><td>from Newcastle Rd to Sandbach Rd</td><td>1.17km</td></tr><tr><td>Fol Hollow £918</td><td>Newcastle Road to 139 Waggs Road</td><td>0.72km</td></tr><tr><td>Harvey Road £1033.20</td><td>No 1 – 95</td><td>0.81km</td></tr></table>			Padgbury Lane £1492.39	from Newcastle Rd to Sandbach Rd	1.17km	Fol Hollow £918	Newcastle Road to 139 Waggs Road	0.72km	Harvey Road £1033.20	No 1 – 95	0.81km
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Updates	<p>The roads in Congleton cut from the winter gritting programme with the score given by Cheshire East Council are:</p> <table> <tr><td>Bailey Crescent</td><td>0</td></tr> <tr><td>Beatty Drive</td><td>0</td></tr> <tr><td>Berkshire Drive</td><td>0</td></tr> <tr><td>Brunswick Street</td><td>0</td></tr> <tr><td>Buxton Old Road</td><td>0</td></tr> <tr><td>Chapel Street</td><td>0</td></tr> <tr><td>Coronation Road</td><td>0</td></tr> <tr><td>Crossledge</td><td>0</td></tr> <tr><td>Daisy Bank Drive</td><td>25</td></tr> <tr><td>Daven Road</td><td>0</td></tr> <tr><td>Davidson Avenue</td><td>25</td></tr> <tr><td>Dixon Road</td><td>0</td></tr> <tr><td>Fern Crescent</td><td>0</td></tr> <tr><td>Forge Lane</td><td>25</td></tr> <tr><td>Foster Road</td><td>25</td></tr> <tr><td>Harvey Road</td><td>25</td></tr> <tr><td>Havannah Lane</td><td>0</td></tr> <tr><td>Highcroft Avenue</td><td>0</td></tr> <tr><td>Kennet Drive</td><td>0</td></tr> <tr><td>Kent Drive</td><td>0</td></tr> <tr><td>Leigh Road</td><td>0</td></tr> <tr><td>Moody Street</td><td>0</td></tr> <tr><td>Padgbury Lane</td><td>0</td></tr> <tr><td>Pirie Road</td><td>25</td></tr> <tr><td>Somerset Close</td><td>0</td></tr> <tr><td>Swaledale Ave</td><td>0</td></tr> <tr><td>Thames Close</td><td>0</td></tr> <tr><td>Under Rainow Rd</td><td>0</td></tr> <tr><td>Waggs Street</td><td>0</td></tr> <tr><td>Waggs Road</td><td>75</td></tr> <tr><td>Walfield Road</td><td>0</td></tr> <tr><td>Woolston Avenue</td><td>0</td></tr> </table> <p>Officers have not worked out the cost of each individual road, but will do so if this is something that the Town Council wants to take to take forward.</p>	Bailey Crescent	0	Beatty Drive	0	Berkshire Drive	0	Brunswick Street	0	Buxton Old Road	0	Chapel Street	0	Coronation Road	0	Crossledge	0	Daisy Bank Drive	25	Daven Road	0	Davidson Avenue	25	Dixon Road	0	Fern Crescent	0	Forge Lane	25	Foster Road	25	Harvey Road	25	Havannah Lane	0	Highcroft Avenue	0	Kennet Drive	0	Kent Drive	0	Leigh Road	0	Moody Street	0	Padgbury Lane	0	Pirie Road	25	Somerset Close	0	Swaledale Ave	0	Thames Close	0	Under Rainow Rd	0	Waggs Street	0	Waggs Road	75	Walfield Road	0	Woolston Avenue	0
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Financial considerations	Cheshire East Highways is looking for Town and Parish Councils to sign a 3-year agreement which is subject to 3-5% increases per annum. Currently the offer from Cheshire East Council is for £725 per km of road, plus £8.47 per gritting trip, with the average being 65 per year.
Environmental considerations	Highways and winter gritting remain a Cheshire East Council (CEC) function and so the additional carbon footprint created by this activity should be addressed by Cheshire East Council. CEC is committed to working towards being carbon neutral by 2025.
Equality and Inclusivity	<p>Not gritting these roads will cause additional problems for our residents. Many of the roads are steep and the lack of gritting may make many people nervous about leaving their homes. Padgbury Lane is a main route to school for many people.</p> <p>Residents in Congleton have already paid for roads to be gritted.</p>
Decision Requested	<p>To consider the issue and to decide which course of action to take:</p> <ul style="list-style-type: none"> a) No action – Cheshire East Highways is responsible for gritting and the Town Council is not looking to finance additional gritting. or b) Approval to prepare a budget that includes top-up gritting on certain roads cut out of the programme by Cheshire East Council. or c) Approval to prepare a budget to re-instate all the routes that Cheshire East Council has cut due to them not requiring gritting under the Well Managed Highways Infrastructure.