



# Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

16<sup>th</sup> March 2023

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 23<sup>rd</sup> March 2023** 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,

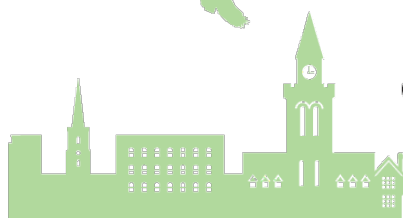
David McGifford  
Chief Officer

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](mailto:info@congleton-tc.gov.uk) [www.congleton-tc.gov.uk](http://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 26<sup>th</sup> January 2023.](#)

### **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.

### **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 showing the current position as at March 2023.

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

- **8.1 Grant Ref GR18/2223 Congleton West Ranger Unit**
- **8.2 Grant Ref GR19/2223 4<sup>th</sup> Congleton Rainbows**
- **8.3 Grant Ref GR20/2223 Guiding Association North West**

**9. New Grant Activities Monitoring Forms** (Enclosed)

To receive the New Grant Activities Monitoring Form from:

- **9.1 Beartown Rickshaw (GR09/2223)**
- **9.2 Our Gang (GR07/2223)**
- **9.3 Bath House and Physic Gardens (GR01/2122)**

**10. Management Accounts**

To receive the management account to 31<sup>st</sup> January 2023

**11. Bank Reconciliation** (Enclosed)

To receive and consider the bank reconciliation as at 31<sup>st</sup> January 2023.

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

To receive the Savings Account balances as at 31<sup>st</sup> January 2023.

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

To receive and approve the Payments lists for January 2023.

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

To review and approve the Business Risk Assessment for 2023/24.

**15. Employer Pension Discretions Policy** (Enclosed)

To approve the updated Pension Discretion Policy and recommend to Council for approval and adoption to the Constitution.

**16. Second Interim Internal Audit Report 2022/23** (Enclosed)

To receive the Second interim Audit for 2022-2023.

**17. Petty Cash Verification** (Enclosed)

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

**18. CIL Report 2022-2023**

To receive the CIL report for 2022-2023

**19. Resolution to exclude members of the press and public from item 19 due to private Aged Debtor matters**

**20. Aged Debtors Update**

To approve the Aged Debt write off for £120

**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 Thursday 26<sup>th</sup> January 2023**

**\*\*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 26th January 2023](#).

**PRESENT      Committee members:**

Cllr Robert Douglas (Chair)  
Cllr Russell Chadwick  
Cllr Paul Duffy  
Cllr Denis Murphy  
Cllr James Smith  
Cllr David Brown  
Cllr Duncan Amies

**Non-Committee member:**

Cllr Suzy Firkin  
Cllr Martin Amies

Also present:

Congleton Town Council Officers:

- David McGifford (Chief Officer)
- Serena Van Schepdael (RFO)
- 1 member of the public (Grant applicant)

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

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 Cllrs Jean Parry and Suzanne Akers Smith

#### **2. Minutes of Previous Meetings**

**FAP/41/2223 RESOLVED** to approve and sign the [minutes of the Finance & Policy Committee held on 24<sup>th</sup> November 2022](#).

### 3. Declarations of Interest

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

### 4. Outstanding Actions

There were none.

### 5. Questions from Members of the Public

There were none.

### 6. Urgent Items

There were none.

### 7. Grant Approvals and Commitments

**FAP/42/2223 RESOLVED** to receive a statement showing the current position as at 31<sup>st</sup> December 2022.

### 8. New Applications for Financial Assistance

**FAP/43/2223 RESOLVED** to award the following grants:

- 8.1 Grant Ref 12/2223 The Old Saw Mill- **Awarded £750**
- 8.2 Grant Ref 13/2223 Congleton Harriers – **Awarded £425**
- 8.3 Grant Ref 15/2223 St Peter's Church- **Awarded £264**
- 8.4 Grant Ref 16/2223 Astbury Mere Trust Limited- **Application deferred.**
- 8.5 Grant Ref 17/2223 The Green Tree House:- **Awarded £750**

### 9. New Grant Activities Monitoring Forms

**FAP/44/2223 RESOLVED** to receive the New Grant Activities Monitoring Forms from:

- **9.1 Congleton Harriers**
- **9.2 Congleton Players**

### 10. Management Accounts

**FAP/45/2223 RESOLVED** to note the three payments over £10,000 and to receive and approve the Management Accounts to 31<sup>st</sup> December 2022.

### 11. Bank Reconciliation

**FAP/46/2223 RESOLVED** to receive and consider the bank reconciliation as at 31<sup>st</sup> December 2022.

**12. Savings Account Balances**

**FAP/47/2223 RESOLVED** to receive the Savings Account update and balances as at 31<sup>st</sup> December 2022.

**13. List of Payments**

**FAP/48/2223 RESOLVED** to receive and approve the Payments lists between 1<sup>st</sup> October and 31<sup>st</sup> December 2022.

**14. Appointment of Internal Auditor**

**FAP/49/2223 RESOLVED** to approve the appointment of Auditing Solutions Ltd the Internal Auditor for 2023/24.

**15. Reserve Policy**

**FAP/50/2223 RESOLVED** to approve the Reserve Policy with the suggested amendment and recommend to Council for approval and adoption into the Constitution.

**16. First Floor Improvement Grant Update (Enclosed)**

**FAP/51/2223 RESOLVED** to note the update.

**17. Resolution to exclude members of the press and public from item 18 due to private staff process matters.**

**FAP/52/2223 RESOLVED** to exclude item 18 from public and press.

**18. Drug and Alcohol Policy**

**FAP/53/2223 RESOLVED** to approve that a Drug and Alcohol Policy should be adopted but more detail and operational understanding would be required for approval.

**Cllr Robert Douglas  
(Chair)**

Mar-23											
Congleton Town Grant Commitments 2022/23											
Permitted											
Date Grant Approved	To	For	Grant Ref	Section	Minute Reference	Approved EMR b/fwd £	Approved 22/23 £	Paid £	Withdrawn	Outstanding £	Date Paid
	Subsidised Use of Town Hall						4500.00	5,079.00		-579.00	
10/01/2019	230 Squadron Air Cadets	Contribution towards minibuss		Gpoc	FAP/54/1819	500.00			500.00	0.00	
19/03/2020	Inner Trust CIC	Fund music workshops at Bromley farm	GR27/1920	Gpoc	FAP/62/1920	1000.00			1,000.00	0.00	
10/09/2020	The Symphonia Verbum Orchestra	Support for music in schools		Gpoc	FAP/14/2021	350.00		292.00	58.00	0.00	01/07/2022
28/01/2021	Smile Group	Cont to Walking with families project	GR13/2021	Gpoc	FAP/35/2021	1530.00		1,215.00	315.00	0.00	01/07/2022
10/06/2021	Congleton Bath House & Physic Gardens	Signs and Leaflet storage	GR01/2122	Gpoc	FAP/04/2122	150.00		120.00	30.00	0.00	05/12/2023
30/09/2021	Heath View Residents	Plants and materials	GR06/2122	Gpoc	FAP/27/2122	250.00				250.00	
23/03/2022	Congleton Live CIC Ltd	Congleton unplugged: Promotional	GR12/2122	Gpoc	FAP/64/2122	500.00		500.00		0.00	12/04/2022
23/03/2022	Parents/Guardians of Smallwood School	Years 6 leavers trip	GR13/2122	Gpoc	FAP/64/2122	500.00		500.00		0.00	05/08/2022
23/03/2022	Friends for Leisure	Back to bussines project	GR14/2122	Gpoc	FAP/64/2122	1000.00		1,000.00		0.00	06/02/2023
23/03/2022	Congleton Pride	Towards acts for the event	GR15/2122	Gpoc	FAP/64/2122	500.00		500.00		0.00	05/08/2022
23/03/2022	Mossley Old School Trust	Replacement kitchen	GR16/2122	Gpoc	FAP/64/2122	1000.00		1,000.00		0.00	18/10/2022
23/03/2022	Beartown Patchwork & Quilters	Hiring of equipmrnt for show	GR17/2122	Gpoc	FAP/64/2122	400.00		400.00		0.00	26/09/2022
09/06/2022	Congleton Partnership	Congleton inclusive play roundabout	GR01/2223	Gpoc	FAP/03/2223		250.00	250.00		0.00	24/06/2022
09/06/2022	Congleton Harriers	Medical cover: Half Marathon	GR02/2223	Gpoc	FAP/03/2223		750.00	750.00		0.00	03/10/2022
09/06/2022	Congleton Community Projects	Portable toilets: Food & Drink festival	GR03/2223	Gpoc	FAP/03/2223		250.00	240.00		10.00	01/07/2022
09/06/2022	Company Corner	New equipment/lunch/day trip	GR04/2223	Gpoc	FAP/03/2223		300.00	300.00		0.00	01/10/2022
09/06/2022	Congleton Heritage & Antiques Fair	Room hire/ Advertising/Website	GR05/2022	Gpoc	FAP/03/2223		500.00			500.00	
29/09/2022	Trinity Operatic	Sounds/Lighting	GR06/2223	Gpoc	FAP/21/2223		1740.00			1740.00	
29/09/2022	Our Gang	Towards show costs	GR07/2223	Gpoc	FAP/21/2223		750.00	750.00		0.00	02/03/2023
29/09/2022	Congleton CIC	Promotional items for J&B Aug22	GR08/2223	Gpoc	FAP/21/2223		750.00	750.00		0.00	17/10/2022
24/11/2022	Beartown Rickshaw CIO	New battery	GR09/2223	Gpoc	FAP/29/2223		1205.00	870.00	335.00	0.00	21/12/2022
24/11/2022	Congleton Players	Costumes	GR10/2223	Gpoc	FAP/29/2223		250.00	250.00		0.00	29/11/2022
24/11/2022	Congleton Community Credit Union	Promotional material	GR11/2223	Gpoc	FAP/29/2223		500.00			500.00	
26/01/2023	The Old Saw Mill	Bottles	GR12/2223	Gpoc	FAP/43/2223		750.00	750.00		0.00	17/02/2023
26/01/2023	Congleton Harriers	Cloud 9 Medical Cover	GR13/2223	Gpoc	FAP/43/2223		425.00	425.00		0.00	10/03/2023
26/01/2023	The Green Tree House	Food Pallet	GR17/2223	Gpoc	FAP/43/2223		750.00	750.00		0.00	20/02/2023
Totals						7680.00	13670.00	14516.00	2238.00	2421.00	
						Start balance	Approved	Paid	Balance	Less Withdrwan	Balance
EMR b/fwd						£ 7,680.00		£ 5,527.00	£ 2,153.00	1,903.00	250.00
Budget 22/23									£ -		
Community Grants 2022-23						£ 15,000.00	£ 9,170.00		£ 5,830.00		
Community Grants 2022-23 Paid								£ 3,910.00			
Subsidised use of Town Hall						£ 4,500.00		£ 5,079.00	-£ 579.00		
Total money still available for Community grants						£5,830.00					

Mar-23											
Congleton Town Grant Commitments											
		Specific Budgets									
Date Grant Approved	To	For	Grant Ref	Section	Minute Reference	EMR b/fwd	Budget	Approved by 22/23	Paid £	Outstanding £	Date Paid
01/04/2021	Congleton Museum	Notional rent		GpoC			4,500.00	4,500.00	4,125.00	375.00	Total to 28FEB23
01/04/2021	Community Projects	Project support		GpoC	CTC/68/2122		16,000.00	16,000.00	16,000.00	0.00	12th April 2022
01/04/2021	Congleton Partnership	Rent		GpoC			1,533.00	1,405.00	1,150.00	255.00	Total to 28FEB23
01/04/2021	Citizens Advice Bureau	Annual grant		GpoC			15,000.00	15,000.00	14,167.00	833.00	Total to 28FEB23
01/04/2021	St Peter's Church	Church clock maintenance	GR15/2223	PCA1957 s2	FAP/43/2223		300.00	264.00	0.00	264.00	14th February 2023
Totals						0.00	37,333.00	37,169.00	35,442.00	1,727.00	
	Ear marked reserve b/fwd						£0				
	Budget 2022/23						£37,333				
	Total approved to date						£37,169				
	Total awaiting application						£164				

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	23 <sup>rd</sup> March 2023 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer (RFO)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>8</b> <b>New Applications for Financial Assistance</b>		
<b>Background</b>	Cover report for Financial Assistance Applications.  Current available balance for Permitted Financial Assistance applications is £5,830, the total for applications presented for permitted grants is £3,314_plus as much as possible for one application.		
<b>Details</b>	<b>GR18: CONGLETON WEST RANGERS</b> The Rangers have applied for a maximum grant of £3,094 towards a total fundraising requirement of £9,870, which is to go towards fundraising total for travel costs to their Adventures in Lisbon trip.  <b>GR19: 4<sup>th</sup> CONGLETON RAINBOWS</b> They have applied for a grant of £220 towards a total project of £880, which will go towards setting up a new rainbows group.  <b>GR20: GUIDING ASSOCIATION NORTH WEST ENGLAND</b> A Congleton Guide has applied for a contribution towards a fundraising requirement of £2,600 towards a conservation trip in Madagascar.		
<b>Decision Requested</b>	To discuss and approve Financial Assistance applications.		





## Congleton Town Council Application for Financial Assistance

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

Application Reference Number (office use only)	AR18
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1.1	<b>Applicant(s):</b>	
1.2	<b>Representing:</b>	Congleton West Ranger Unit
1.3	<b>Email Address:</b>	congletonwest@girlguidingcheshireborder.org.uk 3rdcongletonguides@gmail.com
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Adventures in Lisbon
1.6	<b>Project Objectives:</b>	A confidence building trip to Lisbon that will give our Rangers the opportunity to travel by plane to a different country at a Girlguiding international event. To push them out of their comfort zone, develop cultural sensitivity, be immersed in a new language, to network with international peers and to gain independence.  There will be 12 Rangers and 2 Leaders
1.7	<b>Brief Project Description:</b>	Adventures in Lisbon is an up-to 10 day event (we are going for 5 of those) in Portugal. The key event day on 12 August will see 600 guides from 17 countries take part in a city game. The purpose of the trip is to support our Rangers in learning to plan, research, fundraise and gain experience of travel. We also hope to have the opportunity to meet with some members of Portuguese guiding whilst we are there. Like most young people, our Rangers have missed out on opportunities during the pandemic, including taking part in the European Jamboree in Poland which had to be canceled. For some, this is their last available opportunity before they leave secondary school. It also falls when the cost of living crises has hit many households meaning financial pressure is high.
1.8	<b>Details accounts/budgets</b>	Flights £188.00, Airport bus transfer £7, City transport £26  Adventures in Lisbon ticket £40, Travel Insurance £19, Accommodation £205, Food budget – self catering allowance £100, Food allowance – eating out £40, Activities £60, Contingency £20  TOTAL £705pp

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

2.1	<b>Total Cost of Project:</b>	£9870 (£705pp)
2.2	<b>Total contribution sought:</b>	£3094 (£221pp)  We know that this is an ambitious ask and we would welcome and be thankful with any amount of financial assistance that could possibly be shared with us.



2.3	<b>What will the money be spent on?</b>	<p>We are asking for financial support to cover the transport element of the trip. Ryanair is the only flight provider from Manchester to Lisbon.</p> <p>Transport includes (in GBP):            Flights + hand luggage only – £188 each            Airport transport £7 each            City travel pass £26 each</p> <p>TOTAL for 14 members: £3094</p>
2.4	<b>Any ongoing costs:</b>	<p>There are no ongoing costs but a note to say to ensure that costs have been kept to a minimum we have teamed up with Jodrell and Handforth Rangers with a total of 31 members in total going together on this trip. This has meant that group savings have been made where possible as well as ensuring we have the right adult ratios. We are only seeking financial support for the 14 Congleton members.</p>
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	<p>Each Ranger and Leader have committed to paying the balance of their trip after all fundraising. All our leaders are volunteers and will be paying for their trip personally.</p> <p><b>Fundraising plans include:</b></p> <p>Selling refreshments at Daneside Theatre for the Matilda show in January;            Helping at the Congleton Town Mayor's Strictly High Tea Dance at the Town Hall on 26th February;            Rotary Swimathon raising funds for Rotary charities and Rangers in March;            Trefoil Guild Spring Fair in March</p>
2.6	<b>Resources needed:</b>	<p>If there is a hand luggage sized Congleton Town Council banner, we would like to take this to Lisbon for a picture. Otherwise, no resources are needed thank you.</p>
2.7	<b>Estimated timescale of project from start to finish:</b>	11 August 2023 – 16 August 2023

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	<p>As you may be aware Girl Guiding is a non-profit charity ran by local volunteers. Our Ranger unit are aged between 14 and 17. Our purpose is to give girls the opportunity to have fun, adventures and discover their potential in a safe space giving them skills and confidence as they grow; for the benefit of themselves and their local communities.</p> <p>Our members and leaders are residents of Congleton, meet at Black Firs Primary school and most of our Rangers attend high schools in Congleton.</p> <p>We are active in our community. We help with Congleton in Bloom every year. Last year we helped early in the year to plant hedges and trees. Later, during the summer we designed the planting of the boat in the poly tunnel at the park and then a group of us went to plant it up.</p> <p>We also spent a couple of evenings weeding and tidying in the community garden next to the war memorial in the town center and over the summer we helped in the poly tunnels at the weekend, watering, weeding and welcoming visitors. In past years we've also helped clearing, weeding and pruning at the community orchard near Astbury Mere. Last autumn we helped with water stations during the Congleton Half Marathon. Five of our Rangers are also Young Leaders with Rainbow or Brownie units in Congleton. Some will be help Congleton in Bloom again with tree and hedge planting in February and March.</p> <p>We also march for the Remembrance parade each November.</p>
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3.2	<b><i>Are there similar services/projects provided in the area</i></b>  NA	NA
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#### **Part 4: Evaluation/Publicity**

4.1	<b><i>How will the project be evaluated and who will carry out the evaluation?</i></b>	Each member will evaluate their trip and share their experiences with other Rangers and Guide units in Congleton.
4.2	<b><i>Describe how you will promote the Town Council in your project</i></b>	We would wish to acknowledge our Town Council across social media posts along with a photo from Lisbon. We would also send a submission to the Congleton Chronicle highlighting the financial support.

Signature:



Date: 18 January 2023

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)	AR19.
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1.1	<b>Applicant(s):</b>	[REDACTED]
1.2	<b>Representing:</b>	4th Congleton Rainbows
1.3	<b>Email Address:</b>	[REDACTED]
1.4	<b>Tel No.</b>	[REDACTED]
1.5	<b>Project Title:</b>	New Girlguiding Rainbow Unit for Congleton
1.6	<b>Project Objectives:</b>	To provide a further Congleton Rainbow unit as the waiting list currently stands at almost 100 girls.
1.7	<b>Brief Project Description:</b>	<p>There are currently almost 100 girls waiting for a place at Rainbows, and our existing units in Congleton are full to their capacity (based on 1:5 adult to child ratios). Sadly, as it stands, this means that many of the girls currently on a waiting list will not get a place at Rainbows.</p> <p>I am an existing leader at 2nd Congleton West Rainbows (Thursday night) who is willing to set up a new unit on a different night (Tuesday). I have managed to put together a new leadership team to help me, and found a venue.</p>
1.8	<b>Details accounts/budgets</b>	<p>First year budget costs -</p> <p>Room rental cost at £540.00</p> <p>Rainbow Badges and Certificate costs at £120.00</p> <p>Stationary and Print at £90.00</p> <p>Volunteers Leaders polo shirt at £60.00</p> <p>Rainbows Promise Book at £45.00</p> <p>Volunteers First Aid Course at £25.00</p>

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

2.1	<b>Total Cost of Project:</b>	£880.00
2.2	<b>Total contribution sought:</b>	£220.00
2.3	<b>What will the money be spent on?</b>	I am looking to cover 25% of the first years running cost to give me initial funding to get the unit off the ground.



2.4	<b>Any ongoing costs:</b>	Room hire Badges and Certificates Stationary
2.5	<b>Details of <i>confirmed</i> match funding include source</b> Cash:  In kind:	Each new member of the unit will pay a half term sub to help cover the ongoing costs. £10 per term (6 weeks) with 6 half terms means £60 per year per Rainbow. We can take a maximum of 15 but will start with 12 in our unit. This will bring funding of around £720 per year and we will look to claim back any applicable Gift Aid from the Government. All the leaders and helpers are volunteers.
2.6	<b>Resources needed:</b>	NA
2.7	<b>Estimated timescale of project from start to finish:</b>	Hoping to open unit from 7th March 2023

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	Girl Guiding is a non-profit charity ran by local volunteers. The unit (Rainbows) are primary aged girls aged 4 to 7. Our purpose is to give girls the opportunity to have fun, adventures and discover their potential in a safe space giving them skills and confidence as they grow; for the benefit of themselves and their local communities.  Our members are residents of Congleton and will meet Trinity Church Hall on a Tuesday Evening. Our girls are encouraged to take great pride in their town and have respectful and helpful to its residence. We live by our values "I promise that I will do my best to think about my beliefs and to be mind and helpful".
3.2	<b>Are there similar services/projects provided in the area</b>	There is currently four Rainbow units in Congleton.

### Part 4: Evaluation/Publicity

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	NA
4.2	<b>Describe how you will promote the Town Council in your project</b>	Your funding contribution would be acknowledged across social media posts along with the photo, a report will be sent to the Chronicle also highlighting the financial support.

Signature:  Date: 7th January 2023

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**

<b>Application Reference Number (office use only)</b>	GR20/2223
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1.1	<b>Applicant(s):</b>	
1.2	<b>Representing:</b>	Guiding Association North West England
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	North West England guides conservation trip to Madagascar 2023
1.6	<b>Project Objectives:</b>	to support the conservation charity, SEED (sustainable environment, education and development) with their project to monitor and survey endangered species while developing useful life skills.
1.7	<b>Brief Project Description:</b>	I will be 1 of 10 rangers (aged 16-18) from the whole of the North West England to fly to Madagascar and spend two weeks living off grid in one of the world's poorest countries taking part in a conservation project that has been running for a number of years tracking the growth and decline of endangered species.
1.8	<b>Details accounts/budgets</b>	I am required to raise £2600.00 to cover the cost of this trip. currently approximately half way there, through fundraising activities and grants from local organisations.

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

2.1	<b>Total Cost of Project:</b>	£2600.00
2.2	<b>Total contribution sought:</b>	any contribution would be gratefully received
2.3	<b>What will the money be spent on?</b>	the money will be spent on air travel and living costs while away. the cost of the project has been set by North West England Guiding Association.
2.4	<b>Any ongoing costs:</b>	the amount stated above covers full cost.

2.5	<b>Details of <i>confirmed</i> match funding include source</b> Cash:  In kind:	N/A
2.6	<b>Resources needed:</b>	camping equipment to be purchased from budget outlined above
2.7	<b>Estimated timescale of project from start to finish:</b>	project will take place in August 2023

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	the opportunity to attend a project such as this are a significant draw for local teenagers too attend and remain engaged with local girl guiding youth groups, providing a safe and supported place for the young people of Congleton to gather.
3.2	<b>Are there similar services/projects provided in the area</b>	to my knowledge there are no other organisations in the area offering the opportunity for young people to engage in conservation projects of this nature.

### Part 4: Evaluation

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	the success of the project will be evaluate by North West England Guiding Association when they review the number of people actively participating in guiding in the local area and the number of people that apply for future trips.
4.2	<b>Describe how you will promote the Town Council in your project.</b>	within guiding literature relating to the trip I will acknowledge all the local organisations that have supported me in attending.
4.3	<b>Please acknowledge you have read our Grant Application Criteria</b>	Please see the Policy on our Grants page on our website: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a>  I/we have read the policy: YES / NO

Signature: . . .

Date: 14/11/2022



# Town Council Grant

## Activities Monitoring Form

### 1. Contact Details

Organisation name:	Beartown Rickshaw		
Address:	[REDACTED]		

### 2. Grant Information

Grant Reference Number:	GR09/2223		
Total project cost:	£994		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£994
Please list receipts below:  Receipt includes a new battery (£852) a new cushion (£124) delivery (£15)		

### 3. Project Information

When did the project commence?		Project is ongoing	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

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

The additional battery that the town council has funded will enable us to operate the rickshaw for more hours in any day because when we do morning and afternoon rides there was not enough time between rides to re-charge the battery but now, we can put a fresh battery on the rickshaw at lunchtime and take our time in re-charging the used one. Also, in the event of a battery failure, we have had two of those in 2022, we now have a backup we can use.

#### 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) We have added Congleton town council to our supporters list. We would be happy to write an article about how the grant funding has helped us.

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



# Town Council Grant

## Activities Monitoring Form

### 1. Contact Details

Organisation name:	Our Gang - Congleton Scout & Guide Gang Show		
Address:			

### 2. Grant Information

Grant Reference Number:	GR07/2223		
Total project cost:	approx £25,000		

Receipts Attached? <b>Yes</b>	Receipt Amount: £4953.01	
-------------------------------	-----------------------------	--

Please list receipts below:

Daneside Theatre - for rehearsals and performances £3,153.01

HSL Entertainment Management Ltd - audio, lighting and staging hire ££1,800

### 3. Project Information

When did the project commence?	2021		
--------------------------------	------	--	--

Did you make a profit from the project? **No**



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

Over a hundred young people - Cubs, Brownies, Guides, Scouts, Rangers, Explorers and a few adult volunteers rehearsed for 3 months and then provided great entertainment at the Daneside Theatre over 8 performances to over two thousand people. They were supported by a similar number of volunteers back stage, front of house, directing, choreographing, producing music, dealing with lighting, selling programmes and ice creams, and supporting the cast in the dressing rooms.

It's a huge team effort and it's very memorable to be a part of it. A great sense of achievement and fun and the knowledge that the effort, the hours of planning, practice and rehearsal have produced a superb result.

#### 4. Promotion

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

Photos attached on Word document. Need to request jpg files and permission.

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

Logo and adult leader/Ranger/Explorer photo can be used.

Was the grant funding from Congleton Town Council acknowledged in any way?    **Yes**

Please state how (i.e. on your website, event programme, tickets, etc)  
Congleton Gang Show website [www.congletongangshow.co.uk](http://www.congletongangshow.co.uk)  
Show programme  
Banner in foyer of Daneside Theatre throughout the week of the show - 8 performances

#### 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?

Appreciate that the opportunity is available to us as an organisation.

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



# Town Council Grant

## Activities Monitoring Form

### 1. Contact Details

Organisation name:	CONGLETON BUILDING PRESERVATION TRUST	
Address:	[REDACTED]	

### 2. Grant Information

Grant Reference Number:	GR01	2122	
Total project cost:	£120		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount: £	£120
Please list receipts below: <i>Receipt previously sent by email.</i>		

### 3. Project Information

When did the project commence?	2022	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, how will this be used?  N/A		
Please explain how the grant money was used:  <i>To purchase &amp; install a good quality leaflet holder for Bath House &amp; Physic Garden.</i>		



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

Provision of information leaflet to all visitors to the Bath House & Physic Garden.

#### 4. Promotion

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

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

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

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

On web site

On website.

#### 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?

Easy to apply. Good support during process.

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"/>			





**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	23 <sup>rd</sup> March 2023 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer (RFO)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>10 Management Accounts</b>		
<b>Background</b>	Variance analysis for the period to 31 <sup>st</sup> January 2023 to accompany the attached spreadsheets in Appendix 10.1		
<b>Updates</b>	<p>These figures cover the financial period to 31<sup>st</sup> January 2023, month 10, which represents 83% of the budget. (Percentages in this report rounded up /down)</p> <p>Please see summary sheet (Appendix 10.1) for notes, as we are now in the final quarter of this financial year, a brief summary of main cost centres is noted in this report.</p> <p><b><u>Finance and Policy Committee</u></b></p> <p>Committee budgets stand at 83% expenditure and 103% income received.</p> <p><u>101-Corporate Management</u> 91% expenditure spend and 102% Income received Precept for 22-23 now received in full, no new expenditure notes to declare.</p> <p><u>102-Democratic/Civic</u> 72% expenditure spend, no issues to note</p> <p><u>107-Grants</u> £5,830 remains available for Financial Assistance Applications.</p> <p><u>109- Capital</u> No issues to note. The first loan payment has been made, second due in March 2023,</p> <p><b><u>Community and Environment Committee</u></b></p> <p>Committee expenditure budgets stand at 68% expenditure.</p> <p><u>215- Floral</u> Budgeted year end expenditure over income was £13,262 currently £11,913. General expenditure at 142%.</p> <p><u>241- Allotments</u> As previously noted, over budget due to emergency spending was required for urgent tree work/care. Movement from Capital Ear Marked Reserve is due to take place at year end once approved at budget setting</p>		

**300-Public Realm**

Currently at 94%, cleanse of Town Centre was completed and repair work to benches has commenced, movement from Ear Marked reserves to Revenue budgets is due to take place at year end.

**301- Congleton Partnership**

Expenditure declared on this cost centre. A final analysis will be completed for year end. These accounts are Income £28,489, Expenditure £48,401 less carry forward reserves of £61,822 and £2262.

**302- Community Development**

Expenditure at 86%, no issues to note for this cost centre.

**303- Crime Reduction**

CCTV paid in full for the year.

**305- Christmas Fayre-Lights**

To date: Income £3,273 no budget set. Expenditure £18,660 against £16,000 budget.

**321-Tourism**

No issues to note, the 750 events has worked to budget, the full reserves set to one side for the events has been used in full.

**351- Luncheon Club**

Currently at 96%, Council have approved to use up to £3,000 of ear marked reserves to cover any overspend.

**Town Hall, Assets and Services Committee**

120% income and 102% expenditure

**201- Paddling Pool**

Season ended in September, no issues to note .

**221-Town Hall**

86% expenditure spend and 87% income received.

Grand Hall income is currently at 101%, Bridestones 39% and Spencer Suite 96% (which is partly due to the contribution from Citizens Advice Bureau Grant for room hire) Commission from the Commercial Partner is now being invoiced out due to events taking place.

4041:Property Maintenance. Currently showing as overspent at 192%, as per Council approval Ear Marked reserves are to be used to cover maintenance programme costs. The total amount due to be moved from Ear Marked Reserve is £17,128

	<p><b><u>225-Congleton Information Centre</u></b></p> <p>It is worth noting that the Direct Sales/Income budgets set for 2022-23 are the first set budgets since the takeover of the Information Centre, they will be monitored year on year.</p> <p>Expenditure is 168% and income 229%. Both payments of the CEC agreement have been paid to date.</p> <p>Direct Sales Income                      £119,448</p> <p>Direct Sales Expenditure                £106,415</p> <p><b><u>Streetscape:</u></b></p> <p>Expenditure is 98% and income 110%.</p> <p>No new issues to note from previous reporting, the full amount of the CEC agreement has been received to date.</p> <p><b><u>Staffing Costs</u></b></p> <p>Currently at 87%. The Pay Award has been implemented and paid to staff, payroll will remain over expected budget as the budgeted pay award was lower than the National Joint Council agreement. The expected year end overspend is 4%</p> <p><b><u>Ear Marked Reserves</u></b></p> <p>Current balances and estimated movement as at Month 10 included for noting.</p>
<b>Decision Requested</b>	<p>1. To receive the Management Accounts to 31<sup>st</sup> January 2023.</p>



Month	10		BUDGET TO	Actual Spend	£ VARIANCE	% Of Budget	Variance
Percentage	83.0%	<b>ANNUAL BUDGET</b>	M10	to M10	AT M10	spent @ M10	%
<b>Finance and Policy Committee</b>							
101		<b>Corp Management</b>					
		Staff Costs (re-allocated)	171,273	142,728	147,725	-4998	86.3%
		Travel	500	417	0	417	0.0%
		Training / Conferences	3,000	2,500	574	1926	19.1%
		Rent Payable	17,017	14,181	14,181	0	83.3%
		Miscellaneous Office Costs	1,660	1,383	1,547	-164	93.2%
		Telephone/Fax/Internet	1,083	903	2,123	-1221	196.0%
		Postage	3,077	2,564	380	2184	12.3%
		Stationery & Printing	2,900	2,417	2,581	-164	89.0%
		Subscriptions & Publications	4,200	3,500	3,919	-419	93.3%
		Insurance	11,200	9,333	11,285	-1952	100.8%
		Computer/IT Costs	13,130	10,942	15,557	-4615	118.5%
		Photocopy Charges	1,500	1,250	1,377	-127	91.8%
		Recruitment Advertising	500	417	124	293	24.8%
		Other Advertising	300	250	0	250	0.0%
		Bank Charges	1,240	1,033	978	55	78.9%
		Audit Fees - External	2,000	1,667	0	1667	0.0%
		Audit Fees - Internal	1,760	1,467	480	987	27.3%
		Accountancy Support	5,000	4,167	2,454	1713	49.1%
		Legal & Professional fees	4,000	3,333	7,289	-3956	182.2%
		HR & H&S support	4,500	3,750	3,834	-84	85.2%
		Tfr From EMR	0	0	-2,480	2480	#DIV/0!
		Central Overheads reallocated	-63,881	-53,234	-44,642	-8592	69.9%
		<b>Corporate Management:-Expenditure</b>	<b>185,959</b>	<b>154,966</b>	<b>169,286</b>	<b>-14320</b>	<b>91.0%</b>
		<b>Precept 2022-2023</b>	<b>-996,333</b>	<b>-830,278</b>	<b>-996,333</b>	<b>166056</b>	<b>100.0%</b>
		Interest Receivable	-1,500	-1,250	-5,379	4129	358.6%
		Miscellaneous Income	0	0	-16,690	16690	
		<b>Corporate Management-Income</b>	<b>-997,833</b>	<b>-831,528</b>	<b>-1,018,402</b>	<b>186875</b>	<b>102.1%</b>
		<b>Net Income Over Expenditure</b>	<b>-811,874</b>	<b>-676,562</b>	<b>-849,116</b>	<b>172554</b>	<b>104.6%</b>
102		<b>Civic</b>					
		Staff Costs (re-allocated)	31,723	26,436	24,365	2071	76.8%
		Training / Conferences	1,000	833	59	774	5.9%
		Stationery & Printing	500	417	0	417	0.0%
		Marketing/Promotions	1,000	833	501	332	50.1%
		Council Newsletter	8,000	6,667	6,032	635	75.4%
		Council Website	2,000	1,667	696	971	34.8%
		Mayor's Allowance	3,000	2,500	3,000	-500	100.0%
		Members Expenses	200	167	0	167	0.0%
		Civic Expenses	6,750	5,625	5,795	-170	85.9%
		Civic Regalia	250	208	0	208	0.0%
		Hall & Room Hire	6,000	5,000	3,205	1795	53.4%
		Civic Artefacts and Treasures	500	417	0	417	0.0%
		Central Overheads reallocated	2,720	2,267	1,903	364	70.0%
		<b>Civic:-Expenditure</b>	<b>63,643</b>	<b>53,036</b>	<b>45,556</b>	<b>7480</b>	<b>71.6%</b>
107		<b>Grants</b>					
		<b>Grants- Expenditure</b>	<b>56,833</b>	<b>47,361</b>	<b>38,201</b>	<b>10531</b>	<b>67.2%</b>
		<b>Capital</b>	<b>46,778</b>	<b>38,982</b>	<b>35,889</b>	<b>3093</b>	<b>76.7%</b>
		<b>F&amp;P Income - Income</b>	<b>-997,833</b>	<b>-831,528</b>	<b>-1,022,909</b>		<b>102.5%</b>
		<b>Expenditure</b>	<b>353,213</b>	<b>294,344</b>	<b>292,156</b>		<b>82.7%</b>

Month Percentage	10 83.0%	ANNUAL BUDGET	BUDGET TO M10	Actual Spend to M10	£ VARIANCE AT M10	% Of Budget spent @ M10	Variance %
<b>Community and Environment Committee</b>							
215	Floral Displays Income	-4,000	-3,333	-12,561	9228	314.0%	-231.0%
215	Floral Displays Expenditure	17,262	14,385	24,474	-10089	141.8%	-58.8%
241	Allotments Income	-190	-158	0	-158	0.0%	83.0%
241	Allotments Expenditure	1,000	833	5,240	-4407	524.0%	-441.0%
300	Public Realm	3,000	2,500	2,836	-336	94.5%	-11.5%
301	Congleton Partnership Income			-28,489			
301	Congleton Partnership Expenditure	31,177	25,981	-15,683	41664	-50.3%	133.3%
302	Community Development	119,418	99,515	102,348	-2833	85.7%	-2.7%
303	Crime Reduction/CCTV	43,548	36,290	9,787	26503	22.5%	60.5%
305	Christmas Fayre/Lights Income	0	0	-3,273	3273		
305	Christmas Fayre/Lights Expenditure	16,000	13,333	18,660	-5327	116.6%	-33.6%
310	Neighbourhood Plan	0	0	1,861	-1861	0.0%	83.0%
310	Neighbourhood Plan Tfr From EMR	0		-1,861	1861		
321	Tourism Income	-5,000	-4,167	-6,588	2421	131.8%	-48.8%
321	Tourism Expenditure	20,770	17,308	22,821	-5513	109.9%	-26.9%
341	Youth and Young People	1,000	833	0	833	0.0%	83.0%
351	Luncheon Club	9,000	7,500	8,607	-1107	95.6%	-12.6%
C.E & S	Income	-9,190	-7,658	-51,910		564.9%	-481.9%
	Expenditure	262,175	218,479	179,090		68.3%	14.7%

**Town Hall, Assets and Services Committee**

Town Hall, Assets and Services Committee		ANNUAL BUDGET	BUDGET TO M10	Actual Spend to M10	£ VARIANCE AT M10	% Of Budget spent @ M10	Variance %
201	<u>Padding Pool</u>	41,096	34,247	28,965	5282	70.5%	12.5%
221	<u>Town Hall</u>						
	Town Hall - Expenditure	205,157	170,964	176,500	-5536	86.0%	-3.0%
	Town Hall - Income	-101,100	-84,250	-88,341	4091	87.4%	-4.4%
	Net Expenditure over Income	104,057	86,714	88,159	-1445	84.7%	-1.7%
225	<u>Congleton Information Centre</u>						
	CIC - Expenditure	105,494	87,912	177,265	-89353	168.0%	-85.0%
	CIC- Income	-68,174	-56,812	-156,082	99270	228.9%	-145.9%
	Net Expenditure over income	37,320	31,100	21,183	9917	56.8%	26.2%
263	<u>Public Toilets</u>	5,200	4,333	3,294	1039	63.3%	19.7%
270	<u>Cenotaph</u>	255	213	172	41	67.5%	15.5%
280	<u>Streetscape</u>						
	Streetscape Expenditure	599,763	499,803	588,605	-88803	98.1%	-15.1%
			0	0	0		
	Streetscape - Income CEC	-380,156	-316,797	-428,192	111395	112.6%	-29.6%
	Streetscape - External work income	-15,000	-12,500	-5,226	-7274	34.8%	48.2%
	Streetscape - Other	0	0	0	0		83.0%
	Streetscape - Misc Income	-900	-750	-1,307	557	145.2%	-62.2%
	S/S Income	-396,056	-330,047	-434,725	104678	109.8%	-26.8%
	Net Expenditure over Income	203,707	169,756	153,880	15876	75.5%	7.5%
THAS	Income	-565,330	-471,108	-679,146		120.1%	-37.1%
	Expenditure	956,965	797,471	974,797		101.9%	-18.9%

**Personnel**

Staff Costs	916,343	763,619	794,456	-30837	86.7%	-3.7%
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**Personnel with Pay Award for reference**

Permanent Staff Costs - Included budget	916,343	763,619	794,456	-30837	86.7%	-3.7%
Agency Staff	6,000	5,000	34,606	-29606	576.8%	-493.8%

Total Staff Costs	<u>922,343</u>	<u>768,619</u>	<u>829,062</u>	<u>-60443</u>	<u>89.9%</u>	<u>-6.9%</u>
Budgeted pay award (3%)						

Total Income	<u>-1,572,353</u>	<u>-1,310,294</u>	<u>-1,753,965</u>	111.6%
Total Expenditure	<u>1,572,353</u>	<u>1,310,294</u>	<u>1,446,043</u>	92.0%
Net Income /Expenditure			<u>-307,922</u>	

Reserves as at 31st January 2023		BALANCE		Est.balance 31/03/2023	
310	General Reserve	227,033		227,033	Update will be provided in March
318	Capital Equipment Fund	-		-	
320	Capital Contingency Fund	264,770	-17128	247,642	£17128 Approved to move back to General Reserves.
321	EMR Elections	20,000		20,000	
322	EMR Business Recovery Fund	7,000	-1000	6,000	First Floor/ Shop Improvement Scheme, £3,000 paid in January.
324	EMR Crime Prevention/Traffic calming	7,357		7,357	
327	EMR Covid/Crisis	6,333	-3000	3,333	Up to £3,000 due to go to Luncheon Club at Year end
330	EMR Ancient Treasures	3,000		3,000	
331	EMR Website	30,151		30,151	
333	EMR Training	8,479	-2479	6,000	Approved to move back to General Reserves
337	EMR Toilets	24,012		24,012	
339	EMR Public Realm	9,189	-1036	8,153	Approved to move back to General Reserves
340	EMR Legal Fees	48,812	-2406	46,406	Approved to move back to General Reserves
342	EMR Tourism	5,576		5,576	
343	EMR Marketing	5,000		5,000	
344	EMR Congleton Neighbourhood Plan	7,024	-600	6,424	Monthly costs
345	EMR Cenotaph	7,017	-7017	-	Approved to move back to General Reserves
346	EMR Rotary Bonfire	5,000		5,000	No use required for 2022 bonfire event
348	EMR Civic	1,000		1,000	
349	EMR CIL	304	16577	16,881	£16577 to be moved in at year end, can only be used for CIL spends
351	EMR Information Centre	22,011		22,011	
352	EMR 750 Celebrations	-		-	
353	EMR Ukraine Support	3,689	-1800	1,889	£1,800 for Christmas and Hosting events
354	EMR Carbon Offsetting	3,000		3,000	
NEW	EMR Property Maintenance	75,000		75,000	
		<b>790,757</b>	<b>-19889</b>	<b>770,868</b>	

Date: 14/02/2023

Congleton Town Council

Page 1

Time: 09:36

Bank Reconciliation Statement as at 10/02/2023  
for Cashbook 1 - RBS Current/I Access Acct

User: SVS

Bank Statement Account Name (s)	Statement Date	Page	Balances
RBS Current/Access Acct	31/01/2023	325	270,165.55
			270,165.55

Unpresented Cheques (Minus)	Amount
30/01/2023 DD RBS Credit Card	127.32
	127.32
	270,038.23

Receipts not Banked/Cleared (Plus)	
	0.00
	0.00
	270,038.23

Balance per Cash Book is :- 270,038.23

Difference is :- 0.00

Agreed 9/3/23

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	23 <sup>rd</sup> March 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	12 Savings Account Balances/Investments Update		
Background	To inform the Finance and Policy Committee with the location and balances of the Council’s savings and investments.		
Updates	<u>Congleton Town Council – Savings account balances</u>		
	Balances as at 31 <sup>st</sup> January 2023.		
	Business Reserve Account	£ 363,176.25	
	Cambridge and Counties 1 year fixed deposit (C&C)	£ 250,000.00	
	CCLA Deposit (Sweeper Account)	£ 350,100.00	
	<u>Total</u>	<u>£ 963,276.25</u>	
<u>Investment Update</u>			
As you can see from the balance, the initial movement of funds to our Cambridge & Counties and CCLA investment accounts has taken place. Sweeper Account: There has been no movement from CCLA to RBS			
<u>Current interest rates as at 31<sup>st</sup> January 2023:</u> RBS: 0.80% CCLA: 3.5292% C&C (1 Year Locked in): 3.8%			
Decision Requested	To receive the Savings Accounts balances to 31 <sup>st</sup> January 2023.		

## List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2023	Cheshire East Council	DD	2,739.00		T HALL Rates
03/01/2023	Quartix Ltd	dd	550.44		681186/15116/vehicle tracker
03/01/2023	Prism Solutions	DD	114.73		68587/15088/call charges
05/01/2023	CTC	008983	157.00		Petty Cash
06/01/2023	BACS P/L Pymnt Page 3099	BACS Pymnt	16,300.11		BACS P/L Pymnt Page 3099
12/01/2023	West Mercia Energy	DD	5,906.51		11297741/15112/pool electric
13/01/2023	CTC	BACS	1,000.00		Grant - Mill Street
13/01/2023	CTC	BACS	100.00		Grant - Lawton Street
13/01/2023	CTC	BACS	1,000.00		Grant - High Street
13/01/2023	CTC	BACS	900.00		CTC Grant - Lawton Street
16/01/2023	Bankline	BACS	83.40		charges
18/01/2023	CTC	BACS	96,642.89		Jan Payroll
20/01/2023	BACS P/L Pymnt Page 3111	BACS Pymnt	26,264.59		BACS P/L Pymnt Page 3111
20/01/2023	Bankline	BACS	13.50		Bank charges
23/01/2023	CCLA	BACS	100.00		Deposit
23/01/2023	EE Ltd	dd	169.96		01287739796/15135/call chrgs
25/01/2023	Prism Solutions	dd	1,747.54		170143/15200/IT support
26/01/2023	CCLA	BACS	100,000.00		Transfer
27/01/2023	BACS P/L Pymnt Page 3122	BACS Pymnt	10,961.13		BACS P/L Pymnt Page 3122
30/01/2023	RBS Credit Card	DD	558.75		Credit card balance payoff
<b>Total Payments</b>			<u>265,309.55</u>		

Congleton Town CouncilPayments Listing for January 2023Breakdown of Payments made via BACS transfer

<u>Date</u>	<u>BACS Page</u>	<u>Invoice date</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u>
06/01/2023	3099	19/12/2022	Acorn Occupational Health	£ 570.00		Assessments
06/01/2023	3099	06/10/2022	Arch Publication	£ 84.00		Advert
06/01/2023	3099	17/12/2022	ATG London Ltd	£ 150.23		3rd Party tickets
06/01/2023	3099	30/12/2022	The Best Connection Group	£ 4,312.87		Agency staff
06/01/2023	3099	19/12/2022	Bomford Office Products	£ 43.38		Stationary
06/01/2023	3099	19/12/2022	Congleton Choral Society	£ 480.70		3rd Party tickets
06/01/2023	3099	31/12/2022	Heads Congleton Limited	£ 32.80		CIC Chronicle sales
06/01/2023	3099	20/12/2022	Congleton High School	£ 188.40		Printing/design
06/01/2023	3099	20/12/2022	Chubb Fire & Security Ltd	£ 1,418.96		Alarm repairs
06/01/2023	3099	16/12/2022	Council HR & Governance Support	£ 400.00		Evaluations
06/01/2023	3099	23/12/2023	DC Assist Ltd	£ 403.50		Cleaning services
06/01/2023	3099	11/11/2022	DJM Nurseries	£ 95.10		Horticulture supplies
06/01/2023	3099	19/12/2022	Hayman Mechanical Services Ltd	£ 4,712.00		Boiler repairs
06/01/2023	3099	13/12/2022	Jewson Limited	£ 322.94		Horticulture/recharge supplies
06/01/2023	3099	27/12/2022	Kems	£ 11.40		3rd Party tickets
06/01/2023	3099	15/11/2022	KG Loach	£ 523.20		Horticulture supplies
06/01/2023	3099	22/12/2022	LAC Autoparts	£ 103.30		Sundry repair purchases
06/01/2023	3099	16/12/2022	Landscape Supplies	£ 187.80		PPE supplies
06/01/2023	3099	09/12/2022	AP Matthews Nurseries Ltd	£ 170.28		Horticulture supplies
06/01/2023	3099	30/12/2022	Phoenix Theatre Company CIC	£ 370.50		3rd Party tickets
06/01/2023	3099	28/12/2022	PME Maintenance Ltd	£ 270.00		Lights repairs/call out
06/01/2023	3099	16/12/2022	Poppy May	£ 215.60		CIC 3rd Party sales
06/01/2023	3099	22/12/2022	Screwfix	£ 310.87		Sundry repair/Tools purchases
06/01/2023	3099	20/12/2022	Toolstation	£ 323.03		Sundry repair/Tools purchases
06/01/2023	3099	25/12/2022	UK Fuels Ltd	£ 514.47		Fuel for vehicles
06/01/2023	3099	15/12/2022	Waterlogic	£ 84.78		Water services
			<b>TOTAL</b>		<b>£ 16,300.11</b>	
20/01/2023	3111	01/12/2022	Alpha Omega Securities Ltd	£ 1,319.98		Door security for bookings
20/01/2023	3111	03/01/2023	Alpha and Street Legal Tyres Ltd	£ 18.00		Puncture repair
20/01/2023	3111	03/01/2023	Ansa Environmental Services	£ 1,134.58		HR / HS Services
20/01/2023	3111	14/01/2023	ATG London Ltd	£ 394.31		3rd Party tickets
20/01/2023	3111	06/01/2023	Bees for US	£ 100.80		CIC Stock
20/01/2023	3111	06/01/2023	The Best Connection Group	£ 745.42		Agency staff
20/01/2023	3111	12/01/2023	Bomford Office Products	£ 20.76		Stationary
20/01/2023	3111	30/12/2022	Calbarrie Compliance Service	£ 3,471.84		Electric upgrades
20/01/2023	3111	10/01/2023	Chubb Fire & Security Ltd	£ 248.79		CCTV repairs
20/01/2023	3111	01/01/2023	Citron Hygiene UK Ltd	£ 111.71		Waste collection
20/01/2023	3111	03/01/2023	Cope	£ 22.00		CIC 3rd Party sales
20/01/2023	3111	06/01/2023	Cosabell	£ 14.40		CIC 3rd Party sales
20/01/2023	3111	17/01/2023	Cutlers Cleaning Services Ltd	£ 2,134.91		Cleaning supplies
20/01/2023	3111	19/07/2022	DS Drainage	£ 90.00		Pool drains
20/01/2023	3111	13/01/2023	Dawsongroup Sweepers Ltd	£ 3,323.22		Sweeper hire & repairs
20/01/2023	3111	13/01/2023	DC Assist Ltd	£ 363.15		Cleaning services
20/01/2023	3111	04/01/2023	Adam Francis Architectural Illustrator	£ 51.20		CIC 3rd Party sales
20/01/2023	3111	03/01/2023	Full Media Ltd	£ 26.38		CIC Book sales
20/01/2023	3111	01/12/2022	Glasdon UK Ltd	£ 758.12		Streetscape recharge
20/01/2023	3111	06/01/2023	Harris	£ 30.00		CIC 3rd Party sales
20/01/2023	3111	04/01/2023	Hughes	£ 31.72		CIC 3rd Party sales
20/01/2023	3111	10/01/2023	LAC Autoparts	£ 22.50		Light for van
20/01/2023	3111	13/01/2023	Landscape Supplies	£ 206.77		Cleaning supplies
20/01/2023	3111	03/01/2023	Lightech Sound & Light Ltd	£ 2,872.80		Town Hall projections
20/01/2023	3111	11/01/2023	Little Bun Designs UK	£ 57.80		CIC 3rd Party sales
20/01/2023	3111	13/12/2023	AP Matthews Nurseries Ltd	£ 759.72		Trees for Congleton
20/01/2023	3111	04/01/2023	Mayer	£ 160.34		CIC 3rd Party sales
20/01/2023	3111	31/12/2022	DJH Mitten Clarke	£ 570.00		Payroll services
20/01/2023	3111	21/12/2022	Mulch Organic	£ 172.00		Horticulture supplies
20/01/2023	3111	04/01/2023	Congleton Museum	£ 180.77		CIC Book sales
20/01/2023	3111	01/12/2022	New Vic Theatre	£ 243.43		3rd Party tickets
20/01/2023	3111	21/12/2022	Ninehundred Communications Group	£ 18.10		Radio for switch on
20/01/2023	3111	30/11/2022	The Old Saw Mill CBS Ltd	£ 722.00		Luncheon Club
20/01/2023	3111	20/12/2022	Otis Ltd	£ 571.36		Lift service
20/01/2023	3111	09/01/2023	Poppy May	£ 54.00		CIC 3rd Party sales
20/01/2023	3111	05/01/2023	Congleton Rotary Club	£ 270.75		3rd Party tickets
20/01/2023	3111	12/01/2023	Screwfix	£ 49.46		Sundry repair/Tools purchases
20/01/2023	3111	13/01/2023	Secur-80 Ltd	£ 48.00		Alarm Call out
20/01/2023	3111	04/01/2023	Shred-It Ltd	£ 164.34		Shredding services
20/01/2023	3111	11/01/2023	Spiral Colour	£ 91.20		Lettering
20/01/2023	3111	05/01/2023	Super Stars of Welsh Wrestling	£ 81.00		3rd Party tickets



20/01/2023	3111	01/01/2023	UK Fuels Ltd	£	179.62	Fuel for vehicles
20/01/2023	3111	09/01/2023	Viking Direct	£	539.95	Printer & Furniture
20/01/2023	3111	03/01/2023	Water Plus Ltd	£	389.54	Waste Water charges
20/01/2023	3111	10/01/2023	West Wallasey Contract Hire	£	3,427.85	Van hire
			<b><u>TOTAL</u></b>		<b><u>£ 26,264.59</u></b>	
27/01/2023	3122	20/01/2023	Ansa Environmental Services	£	663.47	Waste collection
27/01/2023	3122	21/01/2023	ATG London Ltd	£	135.69	3rd Party tickets
27/01/2023	3122	23/01/2023	Chubb Fire & Security Ltd	£	284.55	Alarm Call out
27/01/2023	3122	19/01/2023	Daneside Theatre	£	446.50	3rd Party tickets
27/01/2023	3122	22/01/2023	DC Assist Ltd	£	161.40	Cleaning services
27/01/2023	3122	12/01/2023	Jewson Limited	£	1,113.50	Horticulture/recharge supplies
27/01/2023	3122	19/01/2023	Landscape Supplies	£	87.18	Cleaning supplies
27/01/2023	3122	20/01/2023	Lomond Books Ltd	£	10.79	CIC Book sales
27/01/2023	3122	31/12/2022	The Old Saw Mill CBS Ltd	£	772.00	Luncheon Club
27/01/2023	3122	21/01/2023	Congleton Pantomime	£	2,363.60	3rd Party tickets
27/01/2023	3122	24/01/2023	Prism Solutions	£	2,137.51	New ICT equipment
27/01/2023	3122	19/12/2022	SAS Daniels LLP	£	900.00	Legal fees
27/01/2023	3122	20/01/2023	Secur-80 Ltd	£	48.00	Alarm Call out
27/01/2023	3122	23/01/2023	Sharrocks	£	565.65	Parts for mowers
27/01/2023	3122	09/01/2023	Smith of Derby Ltd	£	300.00	Clock maintenance/service
27/01/2023	3122	18/01/2023	Stuart Tayler Plumbing	£	233.00	Toilet repairs
27/01/2023	3122	12/01/2023	Tudor Environmental Ltd	£	170.44	PPE supplies
27/01/2023	3122	15/01/2023	UK Fuels Ltd	£	468.80	Fuel for vehicles
27/01/2023	3122	17/01/2023	Viking Direct	£	99.05	Stationary
			<b><u>TOTAL</u></b>		<b><u>£ 10,961.13</u></b>	
<b>CREDIT CARD</b>						
30/01/2023			Screwfix	£	109.98	Safety Boots
30/01/2023			Amazon	£	33.58	Floor paint
30/01/2023			Brunel Engraving	£	81.42	Brass Plaques
30/01/2023			WH Smiths	£	100.00	Event costs
30/01/2023			The Flower Gallery	£	35.00	Event costs
30/01/2023			B&M Bargains	£	49.45	Christmas Parcels: Grant distribution
30/01/2023			B&M Bargains	£	149.32	Christmas Parcels: Grant distribution
			<b><u>TOTAL</u></b>		<b><u>£ 558.75</u></b>	

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	23 <sup>rd</sup> March 2023 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	David McGifford (Chief Officer) and Serena Van Schepdael (Responsible Financial Officer)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>14 Annual Review of the Business Risk Assessment</b>		
<b>Background</b>	<p>Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts and Audit regulations 2015:</p> <p><i>“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk”</i></p> <p>Congleton Town Council acknowledges that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities and community against potential losses. The Council is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focused approach to managing any risks.</p> <p>Congleton Town Council currently adheres to the guidance given by JPAG (Joint panel on Accountability and Governance) in their publication “Governance and Accountability for Smaller Authorities in England” Section 5 for the layout of the Business Risk Assessment. Behind this sits detailed risk assessments for all Streetscape activities, Town Hall activities, Information Centre, Paddling Pool, and events in the town centre.</p>		
<b>Updates</b>	The management team has updated the Business Risk Assessment in its current form for 2023-24. All updates are tracked in Appendix 14.1.		
<b>Decision Requested</b>	To approve the Business Risk Assessment 2023-2024 and to recommend to Council for Approval.		

### Business Risk Assessment 2023/24 DRAFT

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

### Business Risk Assessment 2023/24 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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1e	Paddling Pool	Health and Safety Risk to workers, public and users Theft and damage to pump room and area. Storage of Chemicals	1	<del>2</del> 3	Med	Staff trained and Paddling Pool supervised when open. Detailed Method of Operating Procedures used by staff. COSHH Sheets and written procedures in place Detailed lock up procedures. Secure and Improved storage and knowledge of chemicals in place. Insurance and Public Liability in place. Maximum number policy added for busy periods which has been implemented during hot weather since summer 2018. A <del>new</del> booking system in place to ensure attendees do not go over maximum capacity.	Check procedures annually, make sure staff training is up to date.
1f	Paddling Pool	Finance: Increase in costs will have an impact in Precept or other areas of the Council	2	2	Med	Reviewing operating hours and ability to charge for entry.	
1g	Hillary Avenue Allotments –CTC owns the land	H&S of users Safety of site	1	2	Low	Work closely with the Allotment Association who manage the allotments on a day-to-day basis. Regular Site inspection. CTC public liability insurance	Review contract and working arrangement
1h	Cenotaph Memorial Sgt Eardley statue Treo memorial and Our Elizabeth statue	Vandalism, damage, deterioration	1	<del>3</del> 2	Med	Regular checks of site for vandalism and damage included on our asset register for insurance. Within range of Town CCTV. Annual waxing of statues and a maintenance plan in existence for stone.	Part of Streetscape checks

### Business Risk Assessment 2023/24 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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1i	Community Garden	H&S of users	1	2	Low	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance. Regular volunteers working on site have signed the volunteer register. Volunteer policy updated 2019.	Part of Streetscape checks
1j	Community Polytunnel	H&S of users Theft/vandal	1	1	Low	Regular of inspection of site. Extra checks when used. Nothing of value kept here. CTC insurance	Part of Streetscape checks
1k	Christmas Lights	Theft. Safety of use	1	1	Low	Insured through Town Council and stored securely. Use of professional operator to check, service, install and remove lights. Anchor points checked, tested and certified on rotation as best practice	Three-year contract with trained equipped and licenced contractor in place for installation, maintenance and storage. Currently in year <del>threetwo</del>
1l	Streetscape Services - Operations	Health and Safety risk to workers, public and contractors Contract changes	1	3	Med	Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes	Streetscape Manager to check risk assessments and training annually.
1m	Events in the Town Hall	Health and Safety risks to workers, volunteers, contractors and public. Risk to Town Council and Town Hall reputation	1	3	Med	Often organised by third parties. Commercial partner assumes responsibility for event. Organisers asked for Risk Assessment and Public Liability. <del>Only approved caterers used.</del> <u>Catering through Commercial Partner.</u> Bar services must be through Town Hall DPS SIA door staff used when evening party event involving alcohol.	Maintain existing procedures, and to be reviewed during 2022-23 once future arrangements decided.



### Business Risk Assessment 2023/24 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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						Bookings are not accepted for 18 <sup>th</sup> birthday parties.	
1n	Town Council led events.	Health and Safety risks to workers, volunteers, contractors and public . Risk to Town Council reputation	1	3	<u>Med</u>	Public liability put in place for events All documentation from third parties checked. Volunteer policy updated All major events are sent to CEC Event Safety Advisory Group for clearance. All contractors RAMS checked.	Maintain existing procedures and ensure new staff are trained.
1o	Licences	Financial penalty/liabilities for not having correct licences	1	2	Low	All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually Premises Licence held for Town Hall and Town Centre <u>Small Lotteries Licence renewed annually</u> <u>Marriage/Wedding Licence renewal every three years</u>	Maintain existing procedures
<b>2</b>	<b>Finance and Contracts</b>						
2a	Banking	Failure of Bank	1	3	Med	Funds located in 3 separate banks Policies in place in Financial regulations	RFO continual monitoring
2b	Investments	Level of investment	1	1	Low	Investment policy in place <u>Investment Policy updated annually</u>	RFO and Council to review annually or potentially sooner if negative interest rates.

### Business Risk Assessment 2023/24 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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2c	Precept	Precept sum inadequate Late Payment from local authority	1	<del>2</del>	<u>Low</u>	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually
2d	Financial controls and records		2	2	Med	RFO to undergo CPD training when available. Financial Regulations reviewed annually. Internal and External audits and regular Finance and Policy Committee Meetings	Maintain existing procedures and provide training to new RFO
2e	Petty Cash	Payments not accounted for	1	1	Low	All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations. Petty cash <del>is to be</del> verified twice yearly.	Maintain existing procedures
2f	Cash	Loss through theft or dishonesty	1	1	Low	Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich. <u>Cash handling policy in place.</u>	Maintain existing procedures
2g	Bank Reconciliations	Inadequate Checks Bank Errors	1	1	Low	Bank reconciliations completed monthly and verified by a member of Finance and Policy committee. Checked via Internal Audits and reported to every Finance and Policy Committee	Maintain existing procedures
2h	Budgetary Process	Inadequate budget preparation leading to inability to fulfil obligations	1	<del>1</del> 2	<del>Low</del> Med	Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and External audits in place and follow financial regulations.	Maintain existing procedures

### Business Risk Assessment 2023/24 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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2i	Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	1	<del>3</del> 2	Med	All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations. List of payments presented to Finance. Committee. Clear audit trail of all expenditure and checked via Internal Audit.	Maintain existing procedures
2j	Approval of Expenditure	Unauthorised purchase Fraud	1	<del>3</del> 2	Med	All payment orders authorised by Council as per Financial Regulations. <u>Financial Regulations in place for procedures of purchasing.</u>	Maintaining existing procedures
2k	Cheque Books	Loss of Cheques Fraudulent use	1	3	Med	All cheque books are kept locked in the office. <u>Summary list of books are kept and signed when one book finished and new one issued.</u> All cheques double signed by 2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	Maintaining existing procedures <del>but currently due to Covid all payment made by BACS – worth continuing post Covid.</del> <u>payments are made by BACS where possible</u>
2K(i)	BACs payments	Payment to wrong supplier	1	1	Low	Finance Officer produces bank schedule and emails to 2 signatories and inputs to bank. RFO authorises bank payment whilst also double checking bank details and amounts.	Maintain existing procedures
2l	Credit Card	Loss of Card Fraudulent use	1	1	Low	Credit card kept double locked in Council office. Usage set out in the financial regulations. Current credit limit £3000. <u>Financial Regulations followed for all purchases.</u>	Maintaining existing procedures

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### Business Risk Assessment 2023/24 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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2m	Salaries	Incorrect payments to staff	1	2	Low	Use external professional team Mitten Clarke to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient trained staff in place to undertake the task. RFO double checks sheet prior to processing.	Maintaining existing procedures
2n	Annual Return	Not submitted on time Incorrectly completed	1	3	Med	RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required. RFO to produce an annual timetable to highlight deadline dates.	Maintaining existing procedures
2o	Streetscape Contract	Reduction of revenue through Service Level Agreement. CEBC or third-party take-over	2	2	Med	Keeping standards high. Examination and review of agreed contract 2021.  Exploring additional external contracts. Look to align any third-party hire contracts with Service Level Agreement. Review of operating procedures	Review by Chief Officer and Streetscape Manager Record Risk of longer-term contract
2p	Catering / events support for Town Hall	<del>Previous contract expired March 1<sup>st</sup> 2021 – Delay in appointing new provider (s) impacting on ability</del>	2	2	Med	<del>Following the end of the previous contract Town Council to review the future of events and catering needs in the Town Hall to provide a service that is good for customers, the Town Council and future partner(s).</del>	<del>Develop a new framework for a contract based on future needs of the Town Hall post COVID-19</del> <del>Review after initial 12 months</del> <del>Reports back into THAS</del>

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### Business Risk Assessment 2023/24 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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		<del>hold and service events</del> <u>New Commercial Partner appointment April 2022</u>				<u>Weekly operational meeting take place for booking requirements.</u> <u>Monthly Management meetings take place for Financial, Marketing and any issues</u>	
2q	Town Hall Room Bookings	Linked to 2p – future use of the Town Hall					To be reviewed in line with outcome 2p.
2r	Congleton Information Centre	Staff, customers, financial risk.	1	<del>3</del> 2	Med	Front line staff who take cash – banking procedures in place and safe on site. Doors locked before cashing up takes place. Weekend workers never in the building alone. <u>Cash handling policy in place.</u> Third party ticket sales – contracts in place making clear no liabilities to CTC Financial regs for purchasing goods in advance of sales	Ensure all policies in place and understood by all staff in the CIC  Ensure contracts are in place for new ticket suppliers.
2s	New Suppliers	VAT & Bank accounts/Payments fraud	2	2	Med	Full checks on all new suppliers take <del>s on</del> <u>place</u> including VAT number check, Companies House check, and bank account check. All confirmation required on letterhead paper separate to invoice received.	New supplier form has been introduced which included checklist of online checks required.
<b>3</b>	<b>Legal Liabilities</b>						
3a	Ensuring the Council Acts	Ultra Vires Acts incurring financial liability	1	2	Low	Chief Officer and <del>one two</del> members of staff CiLCA qualified. Use of manuals, advice from NALC and SLCC.	Maintaining existing procedures <u>At least one other member of staff to take CiLCA qualification</u>

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### Business Risk Assessment 2023/24 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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	within its legal powers							
3b	Insurance	Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed.	1	3	Med	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by Council. Annual update of asset values and checks of contracts and policies.	Maintaining existing procedures Update Asset Register annually Review overall valuation of the Town Hall being the Town Council's key Asset	
3c	Compliance with Inland Revenue Requirements	Payments missed. Year-end returns inaccurate or submitted late.	1	3	Med	Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.	Maintaining existing procedures	
3d	Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault	1	3	Med	Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Regular contact with streetscape staff and Lone Workers.	Risk Assessments reviewed by managers at least annually.	
3e	Legal Liability as a consequence of Asset ownership	Injury caused through fault with asset or incorrect training in operation.	1	3	Med	Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually or as needed. Appropriate training given.	Under constant review	
3f	Computer Records	Reliability of system. Loss of data through system error or theft.	1	3	Med	Office 365 now used with replacement server within the Cloud. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus software and	Maintaining existing procedures	

### Business Risk Assessment 2023/24 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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						Firewall. Confidential files password protected	
3g	Paper records	Storage of ancient documents Retaining documents appropriately	1	1	Low	Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.	
3h	Tendering Process	Procedures not followed for significant contracts. Best value not achieved. Fraud.	1	3	Med	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer.	Maintaining existing procedures
3i	Register of Members Interests	Not maintained in accordance with Code of Practice	1	2	Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Written declarations of interests submitted to the office by councillors.	Maintaining existing procedures
3j	Proper Document Control	Documents unaccounted for. No proof of documents received.	1	1	Low	Filing system established and updated. Data Protection Act and GDPR requirements in place. Document retention policy in place. Councillors' mail available for collection – <del>currently scanned and emailed.</del>	Maintaining existing procedures
3k	GDPR	Failure to safeguard personal information.	1	3	Med	Firewall and IT security regularly updated. Database audit checked annually. Data protection and privacy policy published. ICO	Maintain existing procedures

### Business Risk Assessment 2023/24 DRAFT

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

		Misuse of information lead to break of regulations				registration checked and paid annually. All data collection sheets state purpose and how stored and used.	
31	Climate Change Emergency	Failure to reduce carbon impact from services and activities and to meet mitigation measures to meet Climate Change Emergency	2	2	Med	<del>Establishment of a</del> Green Working Group for the town council which monitors carbon footprint, <u>and plans to reduce the Carbon Footprint.-</u>	Consider Environmental impact on all services and activities.



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	23 <sup>rd</sup> March 2023 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer (RFO)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>15 Pension Discretion Policy</b>		
<b>Background</b>	The Council's Pension fund is through the Local Government Pension Scheme, our administrators are The Cheshire Pension Fund (CPF). As part of this scheme we must hold a Pension Discretion Policy, a copy of the policy must be submitted to Cheshire Pension Fund.		
<b>Details</b>	<p>Our current policy was approved in 2018 and requires a review and update.</p> <p>The attached draft policy (appendix 15.1) includes the current wording (in italics) and suggestion amendments (underlined). The policy has been written on the template provided by CPF. The Policy has been checked by our HR Providers who are happy with the draft policy. Explanation for each Regulation are included in the Draft Policy.</p> <p><b>Page 2: REGULATION 16</b> Current wording is not relevant to Section 16 in the CPF template.</p> <ul style="list-style-type: none"><li>• Remove current explanation and policy wording</li><li>• Replace Current Policy with Suggested Update.</li></ul> <p><b>Page 3: REGULATION 30 (6)</b></p> <ul style="list-style-type: none"><li>• Remove current explanation wording</li><li>• Addition to clarify that The Council will not fund reductions applied.</li></ul> <p><b>Page 4: REGULATION 30 (8)</b></p> <ul style="list-style-type: none"><li>• Remove current explanation and policy wording</li><li>• Replace current policy wording and update to clarify that The Council will not fund reductions applied.</li></ul> <p><b>Page 5: 85 YEAR RULE</b> New addition as not in current policy, update to Policy is to clarify The Council will not switch on the 85 year rule where it results in a cost to The Council.</p> <p><b>Page 6: REGULATION 31</b></p> <ul style="list-style-type: none"><li>• Remove current explanation wording</li><li>• Replace current policy wording with of clarification that The Council awarding or funding additional pension.</li></ul>		

<b>Decision Requested</b>	To approve the updates and amendments to the Employers Pension Discretions Policy and to recommend to Council for approval and adoption into the constitution.
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## **Local Government Pension Scheme 2014**

**(Administered by the Cheshire Pension Fund)**

### **Employer Pension Discretions Policy Statements for Employees**

**Employer name: CONGLETON TOWN COUNCIL**

**Effective date of discretions:**

**Completed by:**

**\*Signed:**

**Date:**

**\*We cannot accept your discretions if you have not signed this document. If you are completing an electronic copy please type your name in full.**

## Employer Discretions

### COMPULSORY - Policy Statements in accordance with Local Government Pension Scheme Regulations 2013

#### REGULATION 16 (2)(e) & (4)(d)

#### Ability to contribute to a shared cost additional pension contribution (APC) scheme

**EXPLANATION** Where an employee has elected to pay Additional Pension Contributions (APCs) an employer can elect to fund part or the entire employees share of the contributions.

In your policy you must decide:

- if you would consider contributing to a shared cost APC,
- in what circumstances you would enforce this discretion, and,
- how much you would contribute.

**Note:** this discretion only relates to cases where the member is working as normal rather than being on authorised leave without pay. For cases where members are on authorised leave without pay e.g. as a result of an approved career break or unpaid additional maternity leave the employer must fund 2/3rds of the contribution if the member makes an election within 30 days of returning to work.

*Please state your policy in the box below:*

#### **CURRENT POLICY**

~~Regulation 16 – Re-employment and rejoining deferred members~~

~~Explanation – Where a deferred member becomes an active member again before becoming entitled to the immediate payment of retirement benefits in respect of his former membership, he may elect to have his former membership aggregated with his current active membership.~~

~~An election must be made in writing to the member's appropriate administering authority before the expiry of the period of 12 months, beginning with the date that he again became an active member (or any such longer period as his employer may allow).~~

~~8.1 Policy – An employee may elect to aggregate current and previous periods of membership within 12 months of current membership commencing. Extensions to the 12 month period will not normally be allowed, although sympathetic consideration will be given where the current employment is initially temporary.~~

#### **UPDATE**

**Employees may elect to pay additional pension contributions into a scheme established by the Pension Fund. The Council will not contribute to a shared cost APC for an employee.**



## REGULATION 30 (6) & (8)

### Ability to award flexible retirement & waive actuarial reduction

**EXPLANATION** A member who is aged 55 or over and with their employer's consent reduces their hours and/or grade, can then, but only with the agreement of the employer, make an election to the administering authority to receive all or part payment of their accrued benefits without having retired from that employment. In your policy you must decide:

- if you will consider granting flexible retirement,
- the circumstances in which flexible retirement will be awarded, and
- whether to waive any reduction that will be applied to the members benefits. There will be a direct cost to the employer.

*Please state your policy in the box below:*

#### **CURRENT POLICY**

##### **~~Regulation 30(6) - Flexible retirement~~**

**~~Explanation - This discretion allows members to "wind down" towards full retirement by receiving immediate payment of their accrued pension whilst continuing in employment. A member who is age 55 or over (age 50 if they make an election before 31 March 2010) may, with their employer's consent, reduce their hours and/or grade and receive all or part of their pension without retiring. If payment occurs before age 65 the benefits are actuarially reduced but the employer may waive part or the whole of the reduction with the cost of this being paid to the pension fund.~~**

**2.1 Policy - May be agreed where an employee reduces their hours by at least one fifth, and/or their pay grade by at least two grades. Approval must be granted in conjunction with the change in contract and will take account of the Council's overall best interests and value for money.**

**2.2 Where pension is released under this discretion, it will be on an actuarially reduced basis where the current Pension Scheme Regulations allow for this.**

#### **ADDITION**

**3- The Council will not waive any reduction that will be applied to the members benefits where there is a cost to The Council.**

## REGULATION 30 (8)

### Ability to waive some or all of early retirement reduction on benefits if a member retires before Normal Pension Age (NPA) – For both active and deferred members

**EXPLANATION** Employers can elect to waive some or all of the reduction on benefits if a member chooses to retire and take their benefits before their Normal Pension Age (NPA).

In your policy you must decide:

- if you will consider waiving any reductions,
- the circumstances in which you would consider waiving any reductions, and
- whether to waive any reduction that will be applied to the members benefits. There will be a direct cost to the employer.

*Please state your policy in the box below:*

#### **CURRENT POLICY**

~~Regulation 30(8) – Actuarial reduction on benefits paid on Flexible Retirement~~

~~Explanation – This discretion allows members to “wind down” towards full retirement by waiving immediate payment of their accrued pension in whole or in part actuarial reduction on benefits paid on Flexible Retirement~~

~~2.1 Policy – May be agreed where an employee reduces their hours by at least one fifth, and/or their pay grade by at least two grades. Approval must be granted in conjunction with the change in contract and will take account of the Council’s overall best interests and value for money.~~

~~2.2 Where pension is released under this discretion, it will be on an actuarially reduced basis where the current Pension Scheme Regulations allow for this.~~

#### **REPLACE**

**As a consequence of flexible retirement there may be a reduction to the benefit paid where the employee does so before the age of 65**

**The Council will not waive any reduction that will be applied to the members benefits where there is a cost to The Council.**

## TRANSITIONAL PROTECTIONS – Regulation 1 (1)(c) SCHEDULE 2

### Power of employing authority to 'switch on' the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60

**EXPLANATION** A member who meets the 85 year rule and elects to draw their pension benefits from age 55 will no longer require their employer's consent if they retire after 31<sup>st</sup> March 2014. However certain members will lose some 85 year rule protections if they wish to draw their pension between age 55 and 59.

An employer may decide to 'switch on' protection to the 85 year rule for a member who voluntarily retires from age 55 but before age 60, and meet any additional cost of the retirement.

In your policy you must decide:

- if you will consider switching the 85 year rule on for this group of members which may result in a direct cost for the employer.

*Please state your policy in the box below:*

- 1- An employee may voluntarily retire from the age of 55. The Council will not consider switching the 85 rule on for this group of members where it will result in a direct net cost to the Council.

## REGULATION 31

### Ability to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency

**EXPLANATION** An employer may decide to award a member additional pension up to a limit of £6755 per year\* payable from the same date as their pension is payable.

You must resolve to award additional pension while the member is active. If the member has been made redundant or retired on efficiency grounds you must make this resolution within 6 months of them leaving.

**\*IMPORTANT NOTE: The amount of additional pension that can be awarded will increase each April.**

In your policy you must decide:

- if you will consider awarding additional pension to a member, and
- the circumstances in which you will consider awarding additional pension

**Please state your policy in the box below:**

#### **CURRENT POLICY:**

~~**Regulation 31 – Power under Regulation 31 of the LGPS Regulations 2013 to award additional pension**~~

~~**Explanation – An employer may resolve to increase the total yearly pension account of an active member. The maximum that can be awarded is an additional pension of £6,500 (a year). The award is funded by a payment made by the employer to the pension fund.**~~

~~**Policy – This power will not be used, other than in exceptional circumstances**~~

#### **REPLACE**

- 1- **The Council will not consider awarding additional pension to a member.**



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	23 <sup>rd</sup> March 2023 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>16 Internal Audit Report</b>		
<b>Background</b>	<p>All Town and Parish Councils are required to make arrangements for an independent audit examination of their accounting records and system of internal controls. Our current Internal Audit provider is Auditing Solutions Ltd, who conduct at least 3 audits per year.</p> <p>The audit undertaken in appendix 16.1 is the Second Interim Audit for 2022-2023.</p>		
<b>Updates</b>	<p>Our Second interim audit has been concluded with no issues raised. The next audit check will take place at financial year end and that report will be presented to Finance and Policy and to Full Council.</p>		
<b>Decision Requested</b>	To receive the Second Internal Audit Report.		

## **Congleton Town Council**

*Internal Audit Report 2022-23: Interim Update*

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*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 2022-23 financial year which was completed by the 28<sup>th</sup> September 2022 and 14<sup>th</sup> February 2023. We have undertaken our reviews for the year to date and we wish to thank the Responsible Finance Officer in assisting the process, providing all necessary documentation to facilitate completion of our review for the year to date.

## **Internal Audit Approach**

In undertaking our reviews for this financial year to date, 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 currently undertaken, the Council has maintained adequate and effective internal control arrangements during the year to date.

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

# Detailed Report

## Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2022-23 to the Statement of Accounts and AGAR for 2021-22 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 & August 2022 and January and 2023;
- 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 July/August 2022 and January 2023 to ensure that no long-standing payments or other anomalous entries exist.

### Conclusions

*We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at our final review.*

## Review of Corporate Governance

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

We note that the Standing Orders were reviewed and adopted in October 2021 and the Finance regulations were reviewed in June 2022.

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

## **Conclusions**

***There are no matters requiring formal recommendation in this area of our review process. We will undertake further work at our final review.***

## **Review of Expenditure**

Our aim here is to ensure that: -

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

We have commenced work in this area examining a sample of payments to January 2023.

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

## **Conclusions**

***We are pleased to report that no significant issues have been identified in this area. We will undertake further work at our final review.***

## **Assessment and Management of Risk**

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 22-23 was formally approved by Finance & Policy Committee in April 2022.

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 2023) 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 £1,068,179 for 2023-24 at its December 2022 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 from the accounts data. 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 audit, 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 have confirmed with the RFO regarding the records that there are no significant issues

arising with regard to long-standing debts of which officers and members are unaware.

We have also reviewed the nominal ledger detailed transaction reports for income items for the year to January 2023 to ensure that no obvious coding errors or other anomalous entries are apparent and are pleased to record that none are in evidence.

### **Conclusions**

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

## **Petty Cash Account**

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

We have not checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggested that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. We note that this continues 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 1<sup>st</sup> April 2020 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 July 2022, noting the continued use of a local, third party bureau service provider;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner; and

- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner.

### ***Conclusions***

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

## **Investments & Loans**

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

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

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

### ***Conclusions***

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

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy		
<b>MEETING DATE AND TIME</b>	23 <sup>rd</sup> March 2023 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>16 Petty Cash Verification</b>		
<b>Background</b>	The Council have small Petty Cash float available for sundry purchases, the balance should be verified by a signatory twice a year.		
<b>Updates</b>	The current balance of Petty Cash is £106.17, the receipts and balance was checked and verified on 2 <sup>nd</sup> March 2023.		
<b>Decision Requested</b>	To note the verification of the Petty Cash balance		



4152	4023	4020	4041	4162	3020	4162	
280	101	101	221	321	221	225	

**TOTAL SPENT VAT + EXEMPT**

87.83

93.83

Total spent in month	93.83
To be reimbursed	93.83
Balance available	106.17

### BALANCE CHECK

20.00	60.00
10.00	30.00
5.00	
2.00	
1.00	-
0.50	1.50
0.20	-
10 & 05	1.65
0.02	0.24
0.01	0.08

Tin check ~~29/11/22~~  
213122

Various

New receipts  
**TIN BALANCE**

106.17

0.00

Took place after Rec replen:  
\* Extra required for Christmas window  
competition [REDACTED] 2/3/22

MARCH VERIFICATION:

2/3/22





# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

## COMMUNITY INFRASTRUCTURE LEVY MONITORING REPORT 2022-2023

This report is published in accordance to Regulation 62a of the Community Infrastructure Levy 2010 (as amended the Community Infrastructure Levy (Amendment) Regulation 2013) and covers the financial year from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

### CIL RECEPTS

Development Reference	CIL Received
Received 14 <sup>th</sup> June 2022	£7,324.91
Received January 2023	£9,252.56
<b><u>Total Receipts 2022-2023</u></b>	<b><u>£16,577.47</u></b>

### CIL EXPENDITURE

Project	CIL Expenditure
	£0

### CIL RESERVE BALANCES

Details	Amount
Brought forward at 1 <sup>st</sup> April 2022	£304.24
Expected movement to reserve on 31 <sup>st</sup> March 2023	£16,577.47
<b><u>Balance of CIL Funds</u></b>	<b><u>£16,881.71</u></b>



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

Tel: 01260 270350

Email: [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)

