

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00pm	LOCATION	Town Hall
REPORT FROM	Serena Van Schepdael – Finance Manager/Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	18 Purchase Invoice Approval		
Background	In accordance with our Financial Regulations Grants over £3,000 must be approved by Council. In accordance with our Financial Regulations invoices over £10,000 must be approved by Council.		
Updates	18.1 Congleton Community Projects The invoice received for the 2023-2024 year for the delivery of events and projects as contracted by the Council. A Service Level Agreement exists for this annual agreement. Cost will be posted to grants cost centre (107-4709) 18.2 Four Oaks Invoice 127852 received for planting for In Bloom and Streetscape for £8738.59 (£7282.16 plus £1456.43 VAT). The breakdown of the invoice is £2369.96 for In bloom (215-4162) and £4867.20 for Streetscape (280-4043). 18.3 Soft Surfaces Invoice 23766 received for £15,750 (£13125 plus £2,625 VAT) which is for re-surfacing works completed at the paddling pool. The works and budget spend were approved by Council in April 2023, CTC/43/2223. The decision requested is to note that the work is complete and payment has been made.		
Decision Requested	To: <ol style="list-style-type: none">1. Approve payment of the invoice from Congleton Community projects for £16,000.2. To approve payment of invoice 127852 to Four Oaks Nurseries Ltd for £8,738.59 (£7,282.16 plus £1,456.43 VAT)3. To note payment of £15,750 has been made to Soft Surfaces on 16th May 2023.		

Congleton Community Projects making events happen



Date: 2nd May 2023

Invoice to:

Congleton Town Council

Order number:

Delivery of Community events and projects as contracted by the Town Council and laid out in the Service Level Agreement		16,000.00
Annual grant - April 2023 – April 2024		
Total		16,000.00

Please make cheque payable to: *Congleton Community Project Ltd*

Or BACS details

Bank: Nat West, account name: [REDACTED] sort code: [REDACTED]
account no: [REDACTED]. Please add ref: CTC funding

I would be grateful if you could confirm when payment has been made.

With thanks for your continued support



Congleton Community Projects, The Resource Centre, Town Hall, Congleton, CW12 1BH
Tel: 01260 270 908 e-mail: jo@congletoncommunityprojects.org
Registered Charity no: 1056660

ENJIM



Four Oaks Nurseries Ltd
Farm Lane
Lower Withington
Macclesfield
Cheshire
SK11 9DU

Tel: 01477 571392

Fax: 01477 571314

Cash & Carry direct line : 01477 571797
email: [REDACTED]

Website: www.fouroaks-nurseries.co.uk

**CONGLETON TOWN COUNCIL
TOWN HALL, HIGH STREET
CONGLETON
CW12 1BN** [REDACTED]

INVOICE

Invoice no.: 127852
Date: 15/04/2023
Customer no.: [REDACTED]
VAT- number:
Page: 1

Sales order no.: 291022,

Delivered on: 15/04/2023 Delivery no.: 94733 Scan 09:10/CARRY

Quantit	Description	Size	Reference	VAT	Price	Amount £
72	Geranium Ivy Precision Pink A Geranium / B 1298 / C 245535 / D GB	1		H	1.01	72.72
920	Petunia Deep Blue A Petunia / B 1298 / C 245549 / D GB	1		H	0.82	754.40
72	Geranium Standing Dark Pink A Geranium / B 1298 / C 245540 / D GB	1		H	1.01	72.72
72	Verbena Quartz Silver A Verbena / B 1298 / C 245531 / D GB	1		H	0.70	50.40
117	Bidens Pink	1		H	0.78	91.26
117	Bidens White	1		H	0.78	91.26
120	Calita Pinky White A Calibrachoa / B 1298 / C 245536 / D GB	1		H	0.74	88.80
915	CIB Geranium Bullseye Mixed	1		H	0.30	274.50
117	Isotoma Light Purple A Isotoma / B 1298 / C 245557 / D GB	1		H	0.58	67.86
120	Verbena Storm Burst A Verbena / B 1298 / C 245547 / D GB	1		H	0.79	94.80
99	Begonia Starshine Mixed PFA ERWIAM / A Begonia / B 1298 / C 245551 / D GB	1		H	0.85	84.15
117	Begonia Starshine Mixed PFA ERWIAM / A Begonia / B 1298 / C 245545 / D GB	1		H	0.85	99.45
1.620	Begonia Trailing Pink Shades PFA ERWIAM / A Begonia / B 1298 / C 245550 / D GB	1		H	0.62	1,004.40
1.500	Bacopa Pink Lilac A Bacopa* / B 1298 / C 245532 / D GB	1		H	0.68	1,020.00
117	Begonia Supercascade Pink PFA ERWIAM / A Begonia / B 1298 / C 245538 / D GB	1		H	0.62	72.54
400	Fuchsia Semii Trailing A Fuchsia / B 1298 / C 245559 / D GB	1		H	0.48	192.00
900	Petunia Surfinia Blue Vein	1		H	0.72	648.00
900	Petunia Surfinia Giant Purple	1		H	0.72	648.00
660	Fuchsia Trailing Marinka A Fuchsia / B 1298 / C 245530 / D GB	1		H	0.58	382.80
2.420	Helichrysum Silver A Helichrysum / B 1298 / C 245552 / D GB	1		H	0.56	1,355.20
117	Helichrysum Silver A Helichrysum / B 1298 / C 245534 / D GB	1		H	0.56	65.52
11	Fuchsia Trailing Pink Galore A Fuchsia / B 1298 / C 245537 / D GB	1		H	0.58	6.38
Transport:						7,237.16



Four Oaks Nurseries Ltd
 Farm Lane
 Lower Withington
 Macclesfield
 Cheshire
 SK11 9DU

Tel: 01477 571392
 Fax: 01477 571314
 Cash & Carry direct line : 01477 571797
 email: [REDACTED]
 Website: www.fouroaks-nurseries.co.uk

CONGLETON TOWN COUNCIL
 TOWN HALL, HIGH STREET
 CONGLETON
 CW12 1BN

INVOICE

Invoice no.: 127852
 Date: 15/04/2023
 Customer no.: [REDACTED]
 VAT- number:
 Page: 2

Quantit	Description	VAT	Reference	Size
1	Carriage	H		1

Reference	VAT	Price	Amount £
	H	45.00	45.00
		Transport:	7,237.16
		Total plants:	7,282.16
		Subtotal:	7,282.16
		20.00 % VAT (H) over 7,282.16	1,456.43
		TOTAL £:	8,738.59

Terms 30 Days from date of collection.

PLANT PASSPORT NUMBER GB 1298
 EC QUALITY

Group VAT Registered No. GB 800 2270 91

Bacs payments to:
 Sort code [REDACTED]
 Account [REDACTED]

Cheques payable to Four Oaks Nurseries LTD.

Soft Surfaces Limited
 Water House
 35 Water Lane
 Wilmslow
 Cheshire
 SK9 5AR
 Tel: 01625 445760
 Email: accounts@softsurfaces.co.uk
 VAT Reg No: 693430817



Customer

Congleton Town Council
 Town Hall
 High Street
 Congleton
 CW12 1BN

INVOICE

Page 1

Invoice No	23766
Invoice Date	24/04/2023
Order No	1147/2223
Account Ref	[REDACTED]

Quantity	Description	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00	Congleton Paddling Pool - Supply and install wetpour soft surfacing as per quote 3776 AR1	13,125.00	0.00	13,125.00	20.00	2,625.00

Deliver To / Site Address :
 Congleton Paddling Pool
 19 Park Road
 Congleton
 Cheshire
 CW12 1DP

Total Discount	£	0.00
Total Net Amount	£	13,125.00
Carriage Net	£	0.00
Total Tax Amount	£	2,625.00
Invoice Total	£	15,750.00

Payment Due: 24/05/2023

Bank: Natwest Bank
 Account Name: Soft Surfaces Ltd
 [REDACTED]
 Sort Code: [REDACTED]

UTR [REDACTED]

CIS Status - Gross

Company Number: 03400473