



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

13<sup>th</sup> July 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 20<sup>th</sup> July 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

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## **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 note the minutes from the meeting held on 23rd March 2023, which were approved by Council on 15th June 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 (Enclosed)**

To review any outstanding actions from previous meetings.

- 4.1 Grant Criteria Policy Review (Presented in item 14)

### **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 maybe taken at the meeting.

### **7. Grant Approvals and Commitments (Enclosed)**

To receive a statement showing the current position as at 31<sup>st</sup> May 2023.

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

- **8.1 GR01/2324-Congleton Bath House & Physic Garden**
- **8.2 GR02/2324-Congleton Museum**
- **8.3 GR03/2324-Girl Guiding North West**
- **8.4 GR04/2324-SOL Theatre School**
- **8.5 GR05/2324-Daisy's Dream – Cheshire East**
- **8.6 GR07/2324-Congleton Area Ukraine Support Network (2 Application forms)**
- **8.7 GR08/2324-Congleton Pride**
- **8.8 GR10/2324-The Old Saw Mill**
- **8.9 GR11/2324- Congleton Harriers**
- **8.10 GR12/2324-Congleton Amateur Youth Theatre**

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

To receive the New Grant Activities Monitoring Forms from:

- **9.1 GR06/2223- Trinity Amateur Operatic Society**
- **9.2 GR16/2122- Mossley Old School Trust**
- **9.3 GR05/2223- Congleton Heritage & Antiques Fair**

**10. Management Accounts (Enclosed)**

To receive the management account for year ending 31<sup>st</sup> March 2023 and to 31<sup>st</sup> May 2023.

**11. Bank Reconciliation (Enclosed)**

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

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

To receive the Savings Account balances as at year ending 31<sup>st</sup> March 2023 and 31<sup>st</sup> May 2023.

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

To receive and approve the Payments lists for from 1<sup>st</sup> February to 31<sup>st</sup> March 2023 and 1<sup>st</sup> April to 31<sup>st</sup> May 2023.

**14. Grant Criteria Policy Update (Enclosed)**

To approve the updates to the Grant Criteria Policy and recommend to Council for adoption into the Constitution.

**15. ICT Policy Update** (Enclosed)

To approve the updates to the ICT Policy and recommend to Council for adoption into the Constitution.

**16. Supplier Invoices** (Enclosed)

1. To approve payment of invoice 64001494 for £6,530 from The Police and Crime Commissioner for Cheshire which is costs for PCSO funding for quarter 4 of 2022-2023.
2. To note payment made of £7,768.58 which was to pay for Critical Illness for the 2023-2024 financial year.

**17. Budget Virement Request** (Enclosed)

To approve the Virement request and recommend this to Council on 10<sup>th</sup> August 2023 for approval.

**18. Terms of Reference from Working Groups feeding into this Committee** (Enclosed)

18.1 Regeneration Working Group

**19. Investment Signatories** (Verbal Update)

To approve new signatories for the CCLA and Cambridge & Counties investment accounts.

**To: Members of the Finance & Policy Committee**

**Clrs: Robert Douglas (Chair) Charles Booth (Vice Chair)**

Suzie Akers Smith, Robert Brittan, Mark Edwardson, Emma Hall, Arabella Holland, Heather Pearce, Liz Wardlaw, Richard Walton

**Ex-Officio:** Cllr Rob Moreton (Town Mayor); Cllr Kay Wesley (Deputy Mayor)

**Ccs:** Other members of the Council and Honorary Burgesses (5) for Information; Press (3) Congleton Library, Congleton Information Centre.

## CONGLETON TOWN COUNCIL

### Minutes of the Finance and Policy Committee Meeting held on Thursday 23<sup>rd</sup> March 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 23rd March 2023](#)

PRESENT	Committee members:	Cllr R Douglas - Chair Cllr P Duffy Cllr D Brown Cllr S Akers Smith Cllr J Smith
	Non-Committee member:	Cllr M Amies
	Ex-Officio Members:	Cllr R Moreton – Deputy Mayor

Also present:

Congleton Town Council Officers:

- D McGifford – Chief Officer
- S Van Schepdael – RFO
- Press
- 3 Members of the Public (Grant applicants)

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

Apologies were received from Cllrs D Murphy, D Amies, J Parry and R Chadwick

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

**FAP/54/2223 RESOLVED** to approve and sign the minutes of the [Finance & Policy Committee held on 26<sup>th</sup> January 2023](#).

#### **3. Declarations of Interest**

Cllrs S Ackers Smith, D Brown and R Moreton declared an interest on any matters relating to Cheshire East Council. Cllr J Smith declared a pecuniary interest in all application in item 8.

#### **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/55/2223 RESOLVED** to receive a statement showing the current position as at 31<sup>st</sup> December 2022.

## **8. New Applications for Financial Assistance**

**FAP/56/2223 RESOLVED** to award the following grants:

- **8.1 Grant Ref GR18/2223 Congleton West Ranger Unit- £750**
- **8.2 Grant Ref GR19/2223 4<sup>th</sup> Congleton Rainbows- £440**
- **8.3 Grant Ref GR20/2223 Guiding Association North West- £150**

## **9. New Grant Activities Monitoring Forms**

**FAP/57/2223 RESOLVED** to receive the New Grant Activities Monitoring Forms 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**

**FAP/58/2223 RESOLVED** to receive and approve the Management Accounts to 31<sup>st</sup> January 2023.

## **11. Bank Reconciliation**

**FAP/59/2223 RESOLVED** to receive and consider the bank reconciliation as at 31<sup>st</sup> January 2023.

**12. Savings Account Balances**

**FAP/60/2223 RESOLVED** to receive the Savings Account update and balances as at 31<sup>st</sup> January 2023.

**13. List of Payments**

**FAP/61/2223 RESOLVED** to receive and approve the Payments lists for January 2023.

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

**FAP/62/2223 RESOLVED** to approve the Business Risk Assessment for 2023/24 and recommended to Council for approval and adoption into the constitution, requesting that Cyber Security be added as a risk.

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

**FAP/63/2223 RESOLVED** to approve the updated Pension Discretion Policy and recommended to Council for approval and adoption to the Constitution.

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

**FAP/64/2223 RESOLVED** to receive the Second interim Audit for 2022-2023.

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

**FAP/65/2223 RESOLVED** to receive the verification of the Town Council's Petty Cash Account balance.

**18. CIL Report 2022-2023**

**FAP/66/2223 RESOLVED** 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.**

**FAP/67/2223 RESOLVED** to exclude members of the Press and Public.

**20. Aged Debtors Update**

**FAP/68/2223 RESOLVED** to approve the Aged Debt write off for £120.

**Cllr Robert Douglas  
(Chair)**



May-23												
Congleton Town Grant Commitments												
Specific Budgets												
Date Grant Approved	To	For	Grant Ref	Section	Minute Reference	Meeting Date	EMR b/fwd	Budget	Approved by 22/23	Paid £	Outstanding £	Date Paid
01/04/2023	Congleton Museum	Notional rent		GpoC				4,500.00	4,500.00	750.00	3,750.00	to 31st May 23
01/04/2023	Community Projects	Project support		GpoC	CTC/20/2324.1	15-Jun-23		16,000.00	16,000.00	16,000.00	0.00	Paid JUN23
01/04/2023	Congleton Partnership	Rent		GpoC				1,533.00	1,533.00	255.50	1,277.50	Paid
01/04/2023	Citizens Advice Bureau	Annual grant		GpoC				5,000.00			0.00	
01/04/2023	St Peter's Church	Church clock maintenance		PCA1957 s2				300.00			0.00	Paid
Totals							0.00	27,333.00	22,033.00	17,005.50	5,027.50	
Ear marked reserve b/fwd												£0
Budget 2022/23												£27,333
Total approved to date												£22,033
Total awaiting application												£5,300



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	7.00pm 20 <sup>th</sup> July 2023	<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 New Applications for Financial Assistance Cover Report</b>		
<b>Background</b>	<p>The current available balance for Permitted Financial Assistance applications is £15,000. The total for applications presented for permitted grants is £9,485 plus amount not indicated.</p> <p>Including this meeting, there are 5 Finance and Policy meetings during the 2023-2024 Financial year.</p>		
<b>Details</b>	<p><b><u>8.1 GR01/2324 CONGLETON BATH HOUSE &amp; PHYSIC GARDENS (Congleton Building Preservation Trust)</u></b> They have applied for a grant of £500 for a project cost of £500, to fund information signs for visitors. They have confirmed that £150 is sufficient to complete the project. They received £150 in 2019/20, feedback was received.</p> <p><b><u>8.2 GR02/2324-CONGLETON MUSEUM TRUST</u></b> They have applied for a grant of £750 towards a project total of £22,330, for their Going Global Project, the development of a new website to support the project. They have raised funds to date of £15,000 and £5,000 has already been funded from museum resources/income. A previous application was made in 2017, feedback form was provided.</p> <p><b><u>8.3 GR03/2324-GIRL GUIDING CONGLETON WEST, CHESHIRE BORDER</u></b> They have applied for a grant towards their international trip to the Netherlands in 2024, two guides have applied in this application. Their aim is to bring back experiences that will inspire current Guides to stay and gain new active members. They have not indicated an amount; total cost of the trip is £1,000 per guide.</p> <p><b><u>8.4 GR04/2324-SOL THEATRE SCHOOL</u></b> They have applied for a grant of £550 towards a project cost of approximately £15,000 to support students requiring financial assistance to attend their summer school.</p> <p><b><u>8.5 GR05/23324-DAISY'S DREAM - CHESHIRE EAST</u></b> They have applied for £750 towards a project cost of £1,500 (amount total for the Congleton residents) to support 1:1 support for 3 families in Congleton, this is their first application.</p>		

	<p><b><u>8.6 GR07-2324- CONGLETON AREA UKRAINE SUPPORT NETWORK (2 separate applications)</u></b>  They have applied for £2,200 and £2,475 towards a project cost of £11,000 and £4,950 to fund 4 people for 1:1 English Lesson for 6 months and group sessions for English Lessons for 6 months. Quotes and accounts have been provided.</p> <p><b><u>8.7 GR08/2324- CONGLETON PRIDE</u></b>  They have applied for £360 towards a project cost of £8,000 to hire a second stage for their Community Stage. Previous applications made in 2020 £700 and 2021 £500 they have also received in the past the Concessionary Grant for room hire. Awaiting feedback for the last grant in 2021.</p> <p><b><u>8.8 GR10/2324- THE OLD SAW MILL</u></b>  They have applied for £2,500 towards a project cost of £2,536 which is to purchase bottles for their Cider Production. They were granted £750 in 2022 for the same project for that year, awaiting feedback for the last grant provided.</p> <p><b><u>8.9 GR11/2324 CONGLETON HARRIERS</u></b>  They have applied for £750 towards a project/event cost of £13,000 to pay for Medical Cover service at their annual Half Marathon event. They have previously been awarded 2 grants for medical cover for the Half Marathon and Cloud 9 races during 2022-23 grants were £750 and £425. Accounts have been provided; grant feedback received for previous grants.</p> <p><b><u>8.10 GR12/2324 CONGLETON AMATEUR YOUTH THEATRE</u></b>  They have applied for a grant of £1,500 towards a purchase price of £7,810 which is to purchase mics, transmitters, and headsets for their group.</p> <p><b>Details correct at the time of Agenda publish date, verbal updates on applications will also be provided by the RFO where needed.</b></p>
<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)	CI01-2324
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1.1	Applicant(s):	JOHN COCKELL
1.2	Representing:	CONGLETON BATH HOUSE & PHYSIC GARDEN (Congleton Building Preservation Trust)
1.3	Email Address:	[REDACTED]
1.4	Tel No.	[REDACTED]
1.5	Project Title:	PUBLIC INFORMATION SIGNS for VISITORS
1.6	Project Objectives:	Purchase and installation of an information sign for visitors to Congleton Bath House & Physic Garden.  Signs for individual plants to provide identification and information, in particular for young visitors.
1.7	Brief Project Description:	A large good quality metal sign at the lower entrance to the site will enable our visitors to get an overview of the Bath House and Physic Garden, enhancing their visit. The sign would include a professionally designed plan of the site + information on its history and development.
1.8	Details accounts/budgets	Quotation to be requested from supplier of previously installed signs.

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

2.1	Total Cost of Project:	£ 500
2.2	Total contribution sought:	£ 500
2.3	What will the money be spent on?	Signs as listed in 1.6
2.4	Any ongoing costs:	N/A


2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	Fundraising events JAN → MARCH 2023 £350
2.6	<b>Resources needed:</b>	N/A
2.7	<b>Estimated timescale of project from start to finish:</b>	2-3 MONTHS

**Part 3: Potential Benefits / Outputs**

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	The additional information will benefit the many visitors we have throughout the year. The site is open to the community and all visitors every day. In addition we have two Open days each year and host the Jazz & Blues Festival every August. Our regular success in Britain in Bloom reflects the development of the project and additional signage will be of benefit to the judges' assessment.
3.2	<b>Are there similar services/projects provided in the area</b>	N/A

**Part 4: Evaluation**

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	Visitor responses and feedback
4.2	<b>Describe how you will promote the Town Council in your project.</b>	Any grant assistance awarded to us by the Town Council will be acknowledged on the large information sign.
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 / <del>NO</del>

Signature: 

Date: 28/3/23

**Congleton Town Council**  
**Application for Financial Assistance**

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

<b>Application Reference Number (office use only)</b>	G02-2324
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1.1	<b>Applicant(s):</b>	Ian Doughty
1.2	<b>Representing:</b>	Congleton Museum Trust
1.3	<b>Email Address:</b>	ian@congletonmuseum.co.uk
1.4	<b>Tel No.</b>	01260 276360
1.5	<b>Project Title:</b>	'Going Global'
1.6	<b>Project Objectives:</b>	To enable wider local, regional, national and potentially international audiences to engage interactively and more effectively with the museum, its significant collections and the unique heritage of Congleton and the surrounding area through the development of a new website.
1.7	<b>Brief Project Description:</b>	<p>Congleton Museum Trust exists to promote the heritage of the area by preserving the past, recording the present and educating the future, through vibrant delivery and high-quality heritage services.</p> <p>It has done so by establishing and maintaining the Museum for the benefit and education of the inhabitants of and visitors to Congleton. Its mission is to attract, inspire and engage people by making our heritage accessible, enjoyable, and meaningful.</p> <p>Congleton is an historic Cheshire market town, with a charter dating back to 1272, and with archaeological evidence indicating active occupation from 3,000 B.C. onwards. Congleton Museum Trust was formed in 1985 by a group of local history enthusiasts to pull together as much as possible of the history of Congleton and to explore ways of exhibiting it to the community. In 2002 the Trust opened the museum in the former police station next to the Town Hall.</p> <p>The space, though well used, is limited. It is also slightly away from the main thoroughfare through the town, and consequently suffers from a lack of footfall. The lack of space makes holding events, or temporary exhibitions - normally the mainstay of regional museums - difficult, compounding the issue. We want to remove the barriers that prevent people from engaging with the museum so that people can experience Congleton Museum no matter their location, disability, or situation. A new website will thrust the museum beyond its four walls and into people's homes, where they can access special content, the collection, and so much more remotely. In turn, this will help us to spread awareness of Congleton's rich history and the importance of heritage to wider audiences.</p>

The Trust has been expanding its collection in several key areas, notably 'hoards' which it cannot easily display to the public. These have fascinating stories which residents and visitors are interested in learning about but due to their number, high value and fragility can only be viewed through glass. Due to space constraints, other aspects of the collection that are of interest to residents (charters, historic documents, artefacts and historical household objects) remain in storage. The museum's success in securing national funding to acquire items of prominence carries with it the obligation to make them available to the widest possible audiences.

A series of workshops in 2021 led to a new strategy for the Museum. Central to this strategy is a project that we have called 'Going Global'.

The objective of 'Going Global' is to increase public access through the digitisation of the collection enabling the creation of online exhibitions, which will expand upon and support the themes displayed in the museum. International interest in the museum and its collections is already evident through both international sales of publications, enquires for information, and reach on social media. This project will improve engagement with local audiences and develop international audiences, enabling them to access the museum's collections and appreciate Congleton's unique heritage, as well provide enhanced international commercial opportunities.

This strategy will not only enhance the museum's profile but also that of Congleton as a heritage destination, by emphasising what it has to offer as a visitor experience and subsequently increasing the already positive contribution it makes to the local visitor economy. The application of the Association of Independent Museum's economic impact framework to the museum's visitor figures, for 2022-23, suggests a potential contribution in the region of £110,616 to the local visitor economy.

Describe your project, what you are hoping to achieve if your application is successful. Please include how your project fulfills the requirements of the scheme of the Trust –as above.

The Trustees have been working with professional heritage sector advisors to develop a strategy and roadmap for our 'Going Global' initiative.

This includes exciting new future services, for example

- interactive displays to bring objects to life (for example, 'see' our neolithic boat on the river)
- taking the museum into schools with 'school boxes' of objects to teach a particular subject such as World War II or medicine through the ages
- the museum in the town centre e.g., empty shop 'take-overs' with museum displays
- heritage trails using audio-guides (available via our website and perhaps also on borrowed equipment)



		<ul style="list-style-type: none"> <li>• 'virtual reality' views of what Congleton looked like in the past</li> <li>• interactive information displays/games for use in the museum, and similar for web use</li> <li>• more walks, talks and events including virtual/remote and recorded versions</li> </ul> <p>In order to provide these, it is vital that we get our initial foundations in place. This requires a new museum website and collection management system. Our legacy systems are now not fit for purpose and certainly not for the museum of the future that we aim to develop.</p> <p>This bid is for the new website platform, through which people will be able to learn about the museum and Congleton's history, access our collections, visit our shop and book events and tours. Along with the website the project will deliver a new style guide which articulates the look-and-feel and tone of voice of all future digital and real-life assets and content.</p> <p>The objectives of the new website are to:</p> <ul style="list-style-type: none"> <li>• provide an outstanding website that delivers an enhanced user experience</li> <li>• make it clear to visitors when and how to visit the museum</li> <li>• increase awareness of the museum</li> <li>• provide a flexible platform that is capable of supporting future development as required</li> <li>• provide clear information for visitors, event and exhibition information</li> <li>• showcase the museum's collections</li> <li>• signpost ways to get involved with the museum</li> <li>• maximise income generation opportunities, including donation and shop</li> <li>• provide a marketing platform to promote the museum as an attraction, exhibitions and events, its collections, best practice, community engagement and its place in the Cheshire cultural landscape</li> <li>• support the local visitor economy by showcasing the town as a visitor destination</li> <li>• provide information on governance and to support advocacy of the museum</li> <li>• connect seamlessly with Congleton Museum's social media presence</li> </ul> <p>This project is a major first step to create a truly Participatory Museum and our website will be optimised for accessibility by all audiences including those with particular needs.</p>
1.8	<b>Details accounts/budgets</b>	A copy of the museum's accounts for the Financial Year 2021-22 are submitted with this application form.

## Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	£22,330 including £5,000 for the Development Page.  £17,830 Delivery Phase
2.2	<b>Total contribution sought:</b>	<b>£750</b>  The new website platform is being developed by Joi Polloi, the same heritage company that has worked with the Trust on the strategy phase of the project. The Trust ran a rigorous competitive selection process when we appointed this partner so did not to go to tender again for the delivery phase because Joi Polloi already knew the Museum in detail and their delivery-phase quotation build upon the information already created during the development phase and was therefore felt to be good value for money for a project of this size and scope.
2.3	<b>What will the money be spent on?</b>	If successful this grant will contribute to the overall cost of developing and building the new website including further research, developing the overall concept, constructing the website, testing and deploying the site and the provision of training and management guides.
2.4	<b>Any ongoing costs:</b>	The yearly costs of hosting the website. These will be met from museum revenue as with the current website
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	Development Phase costs of £5,000 have already been funded from museum resources/income.  Congleton Inclosure Trust £15,000
2.6	<b>Resources needed:</b>	The new and exciting content required to ensure this project's success is being generated by museum staff and volunteers. The museum will need to ensure the time required to achieve this, is made available.
2.7	<b>Estimated timescale of project from start to finish:</b>	The project commenced on 16 <sup>th</sup> January 2023 with deployment projected with effect from 26 <sup>th</sup> May 2023.

## Part 3: Potential Benefits / Outputs

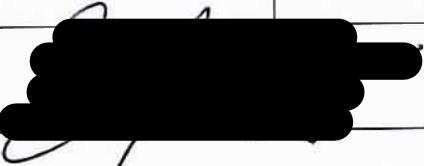
3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	The demographic of Congleton and the surrounding parishes has changed dramatically over the preceding ten years and it is the expectation that this will continue. With the influx of these new and often transitory residents, Congleton Museum has been and will continue to have a crucial role through its collections, displays, publications and outreach activities in supporting integration, community
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		<p>cohesion and an understanding of sense of place.</p> <p>The new web platform will enable the museum to: -</p> <ul style="list-style-type: none"> <li>• present Congleton and its heritage to an international and local audiences reaching out to the new housing developments surrounding Congleton, and encouraging them to engage with the town</li> <li>• maintain its current reputation and support its continued development as a first-class institution of which the town can be proud</li> <li>• develop into an exciting visitor destination for both the inhabitants of and visitors to Congleton</li> <li>• contribute positively to the local visitor economy</li> <li>• foster interest and engagement, by both new and existing residents, in the history of the community they are a part through enhanced heritage activities</li> <li>• be more inclusive by telling diverse stories with complex themes</li> <li>• provide enhanced access to the museum's collections and stories, allowing all - families, older people, including those unable to visit in person – to enjoy our heritage</li> <li>• provide enhanced resources and activities for learning to local schools</li> <li>• provide remote access to our collections and stories, and through interactive experiences that bring history to life for young people</li> <li>• support the continuing collection and interpretation of life of the town and its inhabitants</li> <li>• continue to provide a venue for the deposition of future major archaeological finds from Congleton and the surrounding area</li> <li>• raise awareness of the national importance of some of the items within its collections</li> </ul>
3.2	<i>Are there similar services/projects provided in the area</i>	<p>There is no other institution in the Congleton area promoting and providing free in person access over six days a week to all aspects of Congleton's diverse and unique heritage.</p> <p>The development of this new website platform will re-enforce the museum's commitment to promoting understanding and access to the widest possible audiences.</p>

Part 4: Evaluation

4.1	<i>How will the project be evaluated and who will carry out the evaluation?</i>	The success of this project will be evaluated through the increase in the number of people accessing the new website, by becoming members, engaging with social media and attending events and activities. This will be evaluated with Google Analytics, visitor numbers and 'Social Media Insights.'
4.2	<i>Describe how you will promote the Town Council in your project.</i>	This new platform will provide enhanced opportunities for the museum to recognise the support it receives from all its partner organisations including Congleton Town Council
4.3	<i>Please acknowledge you have read our Grant Application Criteria</i>	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

Signature:



Date:

18/04/2023

CHAIR OF TRUSTEES

**CONGLETON MUSEUM TRUST  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**Congleton Museum Trust  
Unaudited Financial Statements  
For The Year Ended 31 March 2022**

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**Congleton Museum Trust  
Company Information  
For The Year Ended 31 March 2022**

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**Directors**

I Doughty  
M Laurence  
A Gubbins  
L Hulse  
A Morrison  
P Wesley  
S Firkin  
P Lane

**Company Number**

02214293

**Registered Office**

Market Chambers  
Market Square  
Congleton  
Cheshire  
CW12 1ET

**Accountants**

TaxAssist Accountants  
5 High Street  
Congleton  
Cheshire  
CW12 1BN

**Congleton Museum Trust  
Accountant's Report  
For The Year Ended 31 March 2022**

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In accordance with the engagement letter dated 30 September 2013, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the directors in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the directors the financial statements that we have been engaged to compile, to report to the directors that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's directors for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 March 2022 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Signed

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19/09/2022

TaxAssist Accountants  
5 High Street  
Congleton  
Cheshire  
CW12 1BN



**Congleton Museum Trust  
Income and Expenditure Account  
For The Year Ended 31 March 2022**

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	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>TURNOVER</b>	42,604	97,770
Other income	2	2
Cost of raw materials and consumables	(13,048)	(41,962)
Staff costs	(8,361)	(5,442)
Depreciation and other amounts written off assets	(318)	(156)
Other charges	(13,451)	(13,895)
	<hr/>	<hr/>
<b>NET SURPLUS</b>	<u>7,428</u>	<u>36,317</u>

**Congleton Museum Trust  
Balance Sheet  
As at 31 March 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Fixed assets	-	318
Current assets	75,296	72,608
Prepayments and accrued income	548	2,132
Creditors: Amounts Falling Due Within One Year	(10,050)	(16,734)
	65,794	58,006
<b>NET CURRENT ASSETS</b>	<b>65,794</b>	<b>58,006</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>65,794</b>	<b>58,324</b>
Accruals and deferred income	(1,763)	(1,721)
	64,031	56,603
<b>NET ASSETS</b>	<b>64,031</b>	<b>56,603</b>
<b>RESERVES</b>	<b>64,031</b>	<b>56,603</b>

Notes

**1. Average Number of Employees**

Average number of employees, including directors, during the year was as follows: 1 (2021: 1)

**2. Company limited by guarantee**

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

**3. General Information**

Congleton Museum Trust is a private company, limited by guarantee, incorporated in England & Wales, registered number 02214293. The registered office is Market Chambers, Market Square, Congleton, Cheshire, CW12 1ET.

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions.

On behalf of the board

-----  
I Doughty

Director

19/09/2022

**Congleton Museum Trust**  
**Detailed Income and Expenditure Account**  
**For The Year Ended 31 March 2022**

	2022		2021	
	£	£	£	£
<b>TURNOVER</b>				
Donations	4,949		1,028	
Membership subs	1,189		940	
Other sales	-		45	
Revenue grants	21,705		54,430	
Restricted grants	6,684		39,000	
Shop income	2,540		490	
Gift aid and Vat Reclaim	4,285		906	
Publishing income	590		931	
Education project revenue	258		-	
Walks and Talks	404		-	
		42,604		97,770
<b>OTHER INCOME</b>				
Interest receivable and similar income		2		2
		42,606		97,772
<b>COST OF RAW MATERIALS AND CONSUMABLES</b>				
Opening stock - finished goods	1,265		1,265	
Shop purchases	768		99	
Additions to Collections	2,671		2,863	
Restricted grant expenditure	9,406		39,000	
Collections Expenditure	379		-	
Closing stock - finished goods	(1,441)		(1,265)	
		(13,048)		(41,962)
<b>STAFF COSTS</b>				
Salaries	8,361		5,442	
		(8,361)		(5,442)
<b>DEPRECIATION AND OTHER AMOUNTS WRITTEN OFF ASSETS</b>				
Depreciation	318		156	
		(318)		(156)
<b>OTHER CHARGES</b>				
<i>Premises expenses:</i>				
Utilities Electricity	3,500		3,485	
Utilities water	354		366	
Household and cleaning	2,007		1,298	
Security and safety	1,306		821	
Covid costs	-		2,472	
	7,167		8,442	
<i>General administration costs:</i>				
IT software and hardware	234		194	
Insurance	2,204		2,340	
Publishing and printing	-		344	

...CONTINUED

**Congleton Museum Trust**  
**Detailed Income and Expenditure Account (continued)**  
**For The Year Ended 31 March 2022**

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Utilities telephone and broadband	1,350	1,405
Outside subscriptions	297	219
Office consumables	552	313
Sundry expenses	437	-
Equipment rental Support and Usage	1,210	638
	6,284	5,453
	(13,451)	(13,895)
<b>NET SURPLUS</b>	<b>7,428</b>	<b>36,317</b>

**Congleton Town Council**  
**Application for Financial Assistance**

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

<b>Application Reference Number (office use only)</b>	GR03-2324
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1.1	<b>Applicant(s):</b>	Redacted
1.2	<b>Representing:</b>	Girl Guiding Congleton West, Cheshire Border.
1.3	<b>Email Address:</b>	Redacted
1.4	<b>Tel No.</b>	Redacted
1.5	<b>Project Title:</b>	Girl Guiding international opportunity Netherlands 2024
1.6	<b>Project Objectives:</b>	Cultural Exchange with Scouts in different countries Inspiring other members of girl guiding Congleton to help in the community at events not only international but also local things such as Congleton in Bloom and other events.
1.7	<b>Brief Project Description:</b>	We were selected to partake on an international trip to the Netherlands in 2024. We will be meeting and staying with Dutch Scouts to further enhance our cultural knowledge and share British Girl Guiding customs. While on our trip we will be visiting the historic home of Anne Frank, which is a key moment in the history of the Netherlands and will inspire us as young women
1.8	<b>Details accounts/budgets</b>	Each Guide has a target to fundraise 1000 pounds in order to attend the international opportunity in the Netherlands.

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

2.1	<b>Total Cost of Project:</b>	1000 pounds per participant
2.2	<b>Total contribution sought:</b>	We would be very grateful for any amount.
2.3	<b>What will the money be spent on?</b>	Overall costs such as travel fare, food, accommodation, uniform, daily sightseeing.
2.4	<b>Any ongoing costs:</b>	None at time of application.

2.5	<b>Details of <i>confirmed</i> match funding include source</b> Cash:  In kind:	n/a
2.6	<b>Resources needed:</b>	n/a
2.7	<b>Estimated timescale of project from start to finish:</b>	Selected in November 2022, Trip in February 2024

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	As young leaders, we plan to bring back experiences to our units and inspire them to stay within Girl Guiding Congleton and to become active members of the community in Congleton, who help in Congleton in bloom and at events such as the upcoming coronation events and remembrance Sunday
3.2	<b>Are there similar services/projects provided in the area</b>	n/a

### Part 4: Evaluation

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	n/a
4.2	<b>Describe how you will promote the Town Council in your project.</b>	We will promote the town to the Netherlands, as a tourist destination
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: Signatures redacted. Date: 29/04/23

**Congleton Town Council**  
**Application for Financial Assistance**

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

<b>Application Reference Number (office use only)</b>	<b>GR04-2324</b>
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1.1	<b>Applicant(s):</b>	Louise Carter
1.2	<b>Representing:</b>	SOL Theatre School
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	SOL two week summer school production of Chitty Chitty Bang Bang
1.6	<b>Project Objectives:</b>	To provide funding for students to take part in the two week summer school
1.7	<b>Brief Project Description:</b>	<p>SOL Theatre School organises and runs an annual two week summer school starting on the first Monday in August. The summer school takes place in the Daneside Theatre in Congleton. For the two weeks of the project we take over the entire theatre complex. The aim is for the youth of Congleton and surrounding areas to be involved in rehearsing and producing a fully staged Musical Theatre production presented to a paying audience on the second Friday and Saturday evening. In 2023 SOL will begin on the 7<sup>th</sup> August culminating in two performances of Chitty Chitty Bang Bang. All songs, dance routines and dialogue are learnt in this period and all of the staging, costumes, props, lighting and sound are produced and installed in the two weeks for the use of the cast members.</p> <p>SOL is primarily arranged by Simon Wain and Louise Carter and a large band of volunteers, and has been running since 2008. Our volunteers help in the making and sourcing of props and costumes, the installing and running of sound and light systems, being chaperones for the cast, rehearsing the songs and routines with the cast and generally helping in any capacity needed to ensure the smooth running of the rehearsals and performances and the well being of cast members. All volunteers hold valid DBS checks and these are reviewed as necessary.</p>
1.8	<b>Details accounts/budgets</b>	<p>Enclosed are the accounts after last year's show.</p> <p>Estimated costs are</p> <p>Theatre Hire £4500</p> <p>Set Timber, screws, tools £1000</p> <p>Costume hire, making and purchasing £1000</p> <p>Props making and purchasing £500</p> <p>Technical items: Sound/ Lights hire and purchase £1500</p> <p>Performing license for the show £1042</p>

		Miscellaneous Sundries including food for cast and crew before the first show £500, T-shirts for presentation after participation £1500, Van hire £250, Skip Hire £100, Printing of programmes etc £250, Advertising £500
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## Part 2: Cost Details / Resources / Timescale

2.1	<b>Total Cost of Project:</b>	Circa £15,000
2.2	<b>Total contribution sought:</b>	£525
2.3	<b>What will the money be spent on?</b>	The cost of each student is £350 for the two weeks or £175 for the one week. We currently have 5 students seeking financial assistance so this will fund a place for 1 two week student and 1 one week student
2.4	<b>Any ongoing costs:</b>	Annual insurance £700 DBS checks as needed £8 per person
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	None at time of application
2.6	<b>Resources needed:</b>	Theatre, licence for the show production, costumes, props, set, lighting and sound
2.7	<b>Estimated timescale of project from start to finish:</b>	Two weeks

## Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	From previous years we know how much SOL means to those who join us. It helps to improve confidence and self-awareness, forging lasting friendships and becoming responsible young adults. It also provides an activity which breaks up the long summer holidays and helps to keep children active and fit.
3.2	<b>Are there similar services/projects provided in the area</b>	Whilst there are multiple youth theatre groups, they do not meet during the summer holidays so we are unique to this area.



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**Part 4: Evaluation**

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	Accounts will be produced by our accountant Chris Carter
4.2	<b>Describe how you will promote the Town Council in your project.</b>	The Town Council will be mentioned on the Thank You page of our programme and we will verbally thank the Town Council at the start of the show.
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 have read the policy: YES

Signature: **Redacted**

Date: **17/5/23**

**Income & Expenses (including items already invested)**  
**SOL Theatre accounts**

	Sep-22	Current Year	Prior period No show	Prior Show	42nd St Show in 2019
<b><u>Income</u></b>					
Fees (from participants)		£6,600.00	£2,585.00	£17,450.00	
Tickets (net of show fees)		£4,430.43	£44.00	£4,199.60	
Grants & Bursary		£1,358.00	£1,300.00	£3,220.00	
Refreshments, programmes, raffle, adverts (net of expenses)		£541.24	£0.00	£1,310.00	
		<u>£12,929.67</u>	<u>£3,929.00</u>	<u>£26,179.60</u>	
<b><u>Expenses</u></b>					
Hire of theatre		(£3,750.00)	(£276.90)	(£3,700.40)	
Costumes, props, staging for show		(£4,483.78)	(£853.97)	(£11,875.66)	
Expenses for team incl. band (petrol, food, clothing etc.)		(£1,378.64)	(£176.00)	(£5,843.87)	
DBS checks		(£247.70)	£0.00	(£165.00)	
Licence to perform show (Weinbergers)		(£130.37)	(£1,042.00)	(£992.22)	
Advertising incl. auditions (local papers/shows etc)		(£781.30)	(£60.00)	(£457.20)	
Insurance premium		(£561.71)	(£1,112.00)	(£316.23)	
Bank charges		£0.00	£0.00	£0.00	
Misc - incl SOL clothing etc.		(£1,854.70)	(£346.58)	(£1,864.85)	
		<u>(£13,188.20)</u>	<u>(£3,867.45)</u>	<u>(£25,215.43)</u>	
Net income		<u>(£258.53)</u>	<u>£61.55</u>	<u>£964.17</u>	
<b><u>Investment in storage and equipment for future shows</u></b>					
Container		£0.00	(£420.00)	(£2,252.46)	
Equipment (keyboard, lights, sewing machines)		(£799.99)	£0.00	(£3,385.12)	
		<u>(£799.99)</u>	<u>(£420.00)</u>	<u>(£5,637.58)</u>	
Net movement		<u>(£1,058.52)</u>	<u>(£358.45)</u>	<u>(£4,673.41)</u>	
<b>Represented by:</b>					
Opening bank balance	07-Mar-22	<u>£5,490.00</u>	<u>£5,848.45</u>	<u>£10,521.86</u>	
Net income above		<u>(£1,058.52)</u>	<u>(£358.45)</u>	<u>(£4,673.41)</u>	
Closing bank balance	01-Sep-22	<u>£4,431.48</u>	<u>£5,490.00</u>	<u>£5,848.45</u>	

Reviewed by : C.Carter (ACMA)

**Congleton Town Council**  
**Application for Financial Assistance**

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

<b>Application Reference Number (office use only)</b>	<b>GR05/2324</b>
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1.1	<b>Applicant(s):</b>	Sarah Hampton
1.2	<b>Representing:</b>	Daisy's Dream Cheshire East Hub
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Wellbeing - Bereavement
1.6	<b>Project Objectives:</b>	Supporting children and young people and their families who live in Congleton with the appropriate and tailored bereavement support or where there has been a serious illness diagnosis. Providing a professional service. Responding to referrals within a 2-week period.
1.7	<b>Brief Project Description:</b>	To provide tailored support to children and young people who live in Congleton. To provide support to parent/carers of children and young people who live in Congleton who have suffered a bereavement or whose family are facing a serious illness diagnosis. Supporting staff in schools to help support the child and their family or other healthcare professionals who may be involved.
1.8	<b>Details accounts/budgets</b>	£1,500 will pay for three families to be supported for a year by our Therapeutic Practitioners. 'This will include 1:1 support sessions, over the phone advice sessions for a parent or carer, advice, and support for staff in schools.

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

2.1	<b>Total Cost of Project:</b>	£1,500
2.2	<b>Total contribution sought:</b>	£750

2.3	<b>What will the money be spent on?</b>	The money will be spent on providing professional support to children and young people and their families who have been affected by the life-threatening illness or bereavement of someone close to them. We are currently working with 3 children or young people and their families who live in Congleton. We tailor the support to each child or young person so it would mean that we can continue to support them and any other child or young person in Congleton who may need our support.
2.4	<b>Any ongoing costs:</b>	Providing the service but we all work from home so no office costs.
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	N/A
2.6	<b>Resources needed:</b>	
2.7	<b>Estimated timescale of project from start to finish:</b>	It would start for a year so estimated time of start is June 2023 and finish June 2024.

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	<p>We are currently supporting three children or young people who live in Congleton. They have sadly either lost someone that they love or are living with critical illness of someone they love. Our support is tailored to them and is provided for free. We have two professionally qualified Therapeutic Practitioners who support children and young people in Congleton and their families and work closely with the schools. We offer telephone support and advice for parents/carers, group events, home and school visits for the child or young person, workshops in schools to upskill staff and provide online resources and information packs.</p> <p>The death or serious illness of someone close can have a devastating effect on a child or young person. With the right support and information however, children and young people can be helped to understand what has happened and learn to move forward in a positive way.</p> <p>We believe that no child's future should be defined by a death or a life limiting illness within the family. Given time and support, we believe that children and young people can learn to cope with the changing dynamics of their life and ultimately move forwards in a positive way.</p> <p>Research shows that, without the opportunity to express and explore their grief, bereaved children and young people may be at risk of future health, social and educational difficulties, and disadvantages. This is in addition to the impact of the bereavement on their emotional health and wellbeing.</p>
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		<p>We enable children and young people to adapt to their changing situation by offering them the chance to access support and information which addresses their needs and concerns.</p> <p>We want to make sure we can continue to support the three children or young people in Congleton and any more that may need our support.</p>
3.2	<b><i>Are there similar services/projects provided in the area</i></b>	No. We work with Visyon who provide bereavement workshops for families but not the next step of support which is where we come in.

**Part 4: Evaluation**

4.1	<b><i>How will the project be evaluated and who will carry out the evaluation?</i></b>	We send out surveys to our families asking for feedback on a quarterly basis. This is done by the Therapeutic Practitioner who is currently supporting them.
4.2	<b><i>Describe how you will promote the Town Council in your project.</i></b>	We will put it on our webpage and on our social media and when I am out at local stalls or Summer or Christmas fairs, I will let people know. We would also of course do a press release if successful.
4.3	<b><i>Please acknowledge you have read our Grant Application Criteria</i></b>	<p>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></p> <p>I/we have read the policy: <b>YES / NO</b></p>

Signature: Sarah Hampton Date: 26 May 2023

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**Congleton Town Council**  
**Application for Financial Assistance**

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

<b>Application Reference Number (office use only)</b>	GR07/2324
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1.1	<b>Applicant(s):</b>	Elizabeth Worrall
1.2	<b>Representing:</b>	Congleton Area Ukraine Support Network
1.3	<b>Email Address:</b>	[REDACTED]
1.4	<b>Tel No.</b>	[REDACTED]
1.5	<b>Project Title:</b>	English Language 1-2-1 tuition
1.6	<b>Project Objectives:</b>	<ul style="list-style-type: none"> <li>- Help those receiving tuition gain confidence and fluency in English.</li> <li>- This will help them to achieve employment locally and better integrate within the community/</li> </ul>
1.7	<b>Brief Project Description:</b>	CAUSN are looking to continue our programme of English 1-2-1 tutoring for Ukrainian guests in the local area. We have found that supplementing our group lessons with 1-2-1 tutoring is the quickest way to get our guests up to the stage where they can better integrate within their local community. Over 130 1-2-1 sessions have already been delivered for some 20 guests. We are now looking to raising funding for the second half of 2023 and beyond for this ongoing English 1-2-1 tuition.
1.8	<b>Details accounts/budgets</b>	We have a policy of paying our English teachers the market rate (£22 / hour). We currently have funds to cover this activity for another 3 months. We are asking for funding to cover this activity for late 2023 and early 2024. We would like to ask you to support funding for 3 peoples' worth of 1-2-1 training for six months = 4 people x 25 sessions x £22 = £2,200.

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

2.1	<b>Total Cost of Project:</b>	£11,000 for 20 people for 1 hour / week x £22 / hour £550.00 per individual (6 months tuition)
2.2	<b>Total contribution sought:</b>	£2,200.00 (tuition for four individuals)
2.3	<b>What will the money be spent on?</b>	The grant will be directly spent on English tuition.
2.4	<b>Any ongoing costs:</b>	We commit 1-2-1 lessons in blocks of 10 lessons (£220) with review points at the end of each
2.5	<b>Details of confirmed match funding include source</b> Cash: £8,466 from CAUSN covering until the end of August '23 In kind:	To date CAUSN have raised over £25,500 of which we have spent £5,133 on English lessons (of our total expenditure of £12,043) and made commitments for a further £8,466 covering until the end of August '23. We currently support 20 Ukrainian guests with 1-2-1 tuition. Rotary have recently donated £2,200 to support H2 1-2-1 English training which forms part of the £8,466.

2.6	<b>Resources needed:</b>	The only required resources are English language tutors, who CAUSN will source themselves.
2.7	<b>Estimated timescale of project from start to finish:</b>	The tuition is ongoing, but we are asking for a 6-month commitment for four individuals.

**Part 3: Potential Benefits / Outputs**

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	As well as the four individuals, the tuition will also have an impact on their family, their host family (if applicable) and will allow them to better integrate into the local area and build connections within the community.
3.2	<b>Are there similar services/projects provided in the area</b>	Group lessons: ESOL training for adults (Springboard, Congleton) Saturday conversation lessons at St Stephens / All Saints (CAUSN) Weekday after school lessons for children (run at Springboard, Congleton, paid for by Congleton Inclosure Trust)

**Part 4: Evaluation**

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	Lessons are taught in blocks of 10 with a review of progress by the tutor and guest at the period end. When the tutor has completed the review, they will apply to the Lead Director to continue a further block of lessons which will be authorised subject to a satisfactory review
4.2	<b>Describe how you will promote the Town Council in your project.</b>	We acknowledge those who have supported our work on our website: <a href="https://www.causn.com/big-thanks">https://www.causn.com/big-thanks</a> Tutors will inform our guests at the start of a block of lessons with the list of sponsoring organisations
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

Signature: \_\_\_\_\_

Date: 6/6/23

**Congleton Town Council**  
**Application for Financial Assistance**

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

Application Reference Number (office use only)	GR07/2223B
--	------------

1.1	<b>Applicant(s):</b>	Elizabeth Worrall
1.2	<b>Representing:</b>	Congleton Area Ukraine Support Network
1.3	<b>Email Address:</b>	[REDACTED]
1.4	<b>Tel No.</b>	[REDACTED]
1.5	<b>Project Title:</b>	English Language Group English lessons
1.6	<b>Project Objectives:</b>	<ul style="list-style-type: none"> <li>- Help those guests attending weekly lessons gain confidence and fluency in English.</li> <li>- This will help them to achieve employment locally and better integrate within the community/</li> </ul>
1.7	<b>Brief Project Description:</b>	CAUSN are looking to continue our programme of English conversation group lessons for Ukrainian guests in the local area. We run intermediate and basic level classes (1.5 hour sessions once a week). Over 100 sessions have already been delivered for on 15 - 30 guests (numbers vary by week). We are now looking to raising funding for the second half of 2023 and beyond.
1.8	<b>Details accounts/budgets</b>	We have a policy of paying our English teachers the market rate (£22 / hour). We currently have funds to cover this activity for another 3 months. We are asking for funding to cover this activity for late 2023 and early 2024. We would like to ask you to support funding for 3 teachers for six months = 3 people x 25 sessions x £22/hr x 1.5 hours = £2,475. Room hire at St Stephens church is £600 for 6 months

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

2.1	<b>Total Cost of Project:</b>	For 1 year: 3 English teachers x 50 sessions x £22/hr x 1.5 hours = £4,950. Room hire at St Stephens church for 1 year = £1,200. Total costs = £6,150 per year
2.2	<b>Total contribution sought:</b>	50% of costs: £2,475 for 3 teachers for 6 months £600 for 6 months room hire
2.3	<b>What will the money be spent on?</b>	The grant will be directly spent on English teachers and room hire costs
2.4	<b>Any ongoing costs:</b>	The teacher and room hire costs are incurred on a weekly basis
2.5	<b>Details of confirmed match funding include source In kind:</b>	To date CAUSN have raised over £30,000 of which we have spent £6,398 on English lessons (of our total expenditure of £13,615) and made commitments for a further £1,840 for the next 3 months. We will commit to raise a further £2k to ensure that we cover a total of 6 months of costs



2.6	<b>Resources needed:</b>	English language teachers, who CAUSN have sourced English teaching materials Rooms to teach in (St Stephens, Church, Brook Street, Congleton)
2.7	<b>Estimated timescale of project from start to finish:</b>	The group lessons are ongoing while there is demand from the local Ukrainian guest community

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	Teaching guests to speak, understand and write English is THE key enabler to help refugees. The group lessons improve the guests' ability to get jobs, become more independent and integrate into the local community. It will also have a positive impact on their family and their host family.
3.2	<b>Are there similar services/projects provided in the area</b>	Group lessons: ESOL training for adults (Springboard, Congleton) Weekday after school lessons for children (run at Springboard, Congleton, paid for by Congleton Inclosure Trust)  PLUS: 1-2-1 tuition conducted online by English tutors

### Part 4: Evaluation

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	Periodic (quarterly) evaluations will be done by adults attending the lessons which will include an assessment of how their aural and written English has improved
4.2	<b>Describe how you will promote the Town Council in your project.</b>	We acknowledge those who have supported our work on our website: <a href="https://www.causn.com/big-thanks">https://www.causn.com/big-thanks</a> Tutors will inform our guests at the start of a block of lessons with the list of sponsoring organisations
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="https://www.congleton-tc.gov.uk/grants">Grants - Congleton Town Council (congleton-tc.gov.uk)</a>  I/we have read the policy: YES

Signature

[Redacted Signature]

Date:

6/7/23

PAUL NIXON  
CAUSN LEAD DIRECTOR

**CONSOLIDATED INCOME STATEMENTS FY22 - FY23**

**INCOME STATEMENT:**

	FY22	FY23 YTD	FY23 YTD	FY23 CHG	FY23 CHG	FY23 PROJ	FY23 PROJ
<b>Income:</b>							
Cash carried forward from previous year		3297.79	3297.79			3297.79	3297.79
Parish & WI	1456.04	1455.90	1455.90		400.00	1455.90	1455.90
Rotary	1500.00	10850.00	10850.00		6600.00	10850.00	10850.00
Trusts and Town Councils	341.75	721.00	721.00		400.00	721.00	721.00
F/Time Role Funders (CEC/Rayne Foundat'n/Hilden) Individuals		1500.00	1500.00			1500.00	1500.00
Corporate Donations		1801.74	1801.74			1801.74	1801.74
Plough F/raiser		2077.00	2077.00			2077.00	2077.00
Clonier concert		458.67	458.67			458.67	458.67
NLC Repayment to CAUSM		342.00	342.00			342.00	342.00
Laptops		90.00	90.00			90.00	90.00
Christmas party ticket sales		348.00	348.00			348.00	348.00
Eurovision ticket sales		0.00	0.00			0.00	0.00
Admin (PayPal set up credit)		25541.51	25541.51		7400.00	32941.51	32941.51
<b>Total Income</b>	<b>3297.79</b>	<b>3297.79</b>	<b>3297.79</b>		<b>7400.00</b>	<b>32941.51</b>	<b>32941.51</b>
<b>Expenditure:</b>							
Admin costs		-661.94	-661.94			-661.94	-661.94
Full time role costs		-5133.46	-5133.46			-4166.67	-4166.67
English lessons		-308.00	-308.00			-4181.00	-9314.46
Job support		-55.00	-55.00			-308.00	-308.00
Mental health		-469.04	-469.04			-155.00	-155.00
School Uniforms		-630.76	-630.76			-100.00	-569.04
Wellbeing, social & lifts costs		-50.00	-50.00			-100.00	-830.76
Fin Safety nets		-2433.49	-2433.49			-50.00	-50.00
Furnishing expenses		-735.34	-735.34			-3083.49	-3083.49
House deposit / rent support		-840.00	-840.00			-735.34	-735.34
Laptops		-348.00	-348.00			-840.00	-840.00
Eurovision		-378.30	-378.30			-348.00	-348.00
UKR Xmas Party		-12043.33	-12043.33			-378.30	-378.30
<b>Total Expenditure</b>	<b>0.00</b>	<b>-12043.33</b>	<b>-12043.33</b>			<b>-9427.67</b>	<b>-21471.00</b>
<b>Current cash</b>	<b>3297.79</b>	<b>13498.18</b>	<b>13498.18</b>			<b>11470.51</b>	<b>11470.51</b>
<b>Income committed in the next 3 months:</b>							
Corporate Donations		400.00	400.00		-400.00		
Trusts and Councils		400.00	400.00		-400.00		
<b>Total committed donations</b>	<b>0.00</b>	<b>400.00</b>	<b>400.00</b>		<b>-400.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditure committed in the next 3 months:</b>							
English lessons		-8486.00	-8486.00			-6895.50	-6895.50
Furnishing expenses		-1000.00	-1000.00			-1000.00	-1000.00
Mental health		-185.00	-185.00			-65.00	-65.00
<b>Total committed expenditure</b>	<b>0.00</b>	<b>4767.18</b>	<b>4767.18</b>			<b>-7960.50</b>	<b>-7960.50</b>
<b>Projected position 3 months</b>	<b>0.00</b>	<b>4767.18</b>	<b>4767.18</b>			<b>11470.51</b>	<b>11470.51</b>
<b>Longer Term Expenditure (Protected Pots not yet spent)</b>							
Fin Safety nets		-1450.00	-1450.00			-1450.00	-1450.00
School Uniforms		-780.96	-780.96			-680.96	-680.96
Mental health		-1380.00	-1380.00			-1380.00	-1380.00
<b>Total protected pots underspend</b>	<b>-1500.00</b>	<b>-1500.00</b>	<b>-1500.00</b>			<b>-3410.96</b>	<b>-3410.96</b>



**Congleton Town Council**  
**Application for Financial Assistance**

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

<b>Application Reference Number (office use only)</b>	GR08-23-24
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1.1	<b>Applicant(s):</b>	Ronan Nail Clayton
1.2	<b>Representing:</b>	Congleton Pride
1.3	<b>Email Address:</b>	[REDACTED]
1.4	<b>Tel No.</b>	[REDACTED]
1.5	<b>Project Title:</b>	Congleton Pride Community Stage
1.6	<b>Project Objectives:</b>	The launch of a 'community stage' at our main Summer Event , which we see as an extension of the entertainment offered free of charge to the people of Congleton. The stage will operate between the hours of 10-4 pm, with the first two hours of performance dedicated to children. Between noon and 4 pm, local groups will be invited to express themselves through unpaid performance
1.7	<b>Brief Project Description:</b>	Last year's Congleton Pride saw the launch of a secondary performance area we called 'Speakers Corner'. In this area, we gave an opportunity for both members of the public and Pride Members to give testimony to what 'Pride Means For Them'. The event was incredible and moved many passers-by to tears with the sentiments expressed. This year, we want to expand on this idea and have a small second stage area , sited near to the statue of 'Our Elizabeth' which will focus on a more cultural expression of Pride through the use of spoken word , featuring guests speakers and poetry, whilst also giving a performance area for local youth to express themselves.
1.8	<b>Details accounts/budgets</b>	I enclose a copy of our accounts up to the end of Nov 2022

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

2.1	<b>Total Cost of Project:</b>	Day Event in excess of £8,000
2.2	<b>Total contribution sought:</b>	£360

2.3	<b>What will the money be spent on?</b>	Hire of our second 'Community Stage' (please see quotation)
2.4	<b>Any ongoing costs:</b>	None
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	We have so far received pledges of £7100 by local businesses.  We have raised £700 through fund raising, with more to follow.  We also have a cash reserve
2.6	<b>Resources needed:</b>	Nothing other than financial support
2.7	<b>Estimated timescale of project from start to finish:</b>	One day -22 <sup>nd</sup> July 2022

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	I could write many pages as to why Pride is so important to our Town. Just reading the letters pages of the Congleton Chronicle shows that homophobic and discriminatory attitudes are still alive and well in Congleton 2023. Congleton Pride seeks to challenge this by allowing LGBTQIA+ people a space in which to express themselves and challenge these stereotypes in a safe space. Pride is about 'Love' and allows the community to mix and enjoy themselves together in a fun safe space, irrespective of their gender identity or sexual orientation. The event is very much geared towards being family friendly and is entirely free to the people of Congleton. Our team wholeheartedly believe that their efforts simply leads to Congleton being a kinder, more welcoming place to live for all its residents. We further believe that the cultural focus on our second staged area is an ideal knit with the aims of Congleton Town Council.
3.2	<b>Are there similar services/projects provided in the area</b>	Macclesfield, Alsager and Sandbach Pride all run comparable groups in their own locality

### Part 4: Evaluation

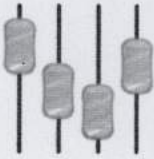
4.1	<b>How will the project be evaluated and who will carry</b>	Congleton Pride has recently conducted a full survey as to attitudes
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	<i>out the evaluation?</i>	amongst/towards the LGBTQIA+ community. We will conduct a further such survey next year to see if attitudes and feelings of safety and security have changed as a result of our efforts
4.2	<i>Describe how you will promote the Town Council in your project.</i>	Congleton Town Council would be referred to as our Community Stage Sponsor, which would appear on our stage branding. It would also appear in our Event Guide, it would receive a call out and thanks for sponsorship on the day and receive a certificate, award and trophy.
4.3	<i>Please acknowledge you have read our Grant Application Criteria</i>	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: \_\_\_\_\_

7 / 6 / 2023



BAILEY AUDIO SYSTEMS LTD  
 LIFE IS LIVE  
 Units 8 & 9 Queen's Court, Sadler Road Winsford CW72BD  
 Email: info@baileyaudio.co.uk  
 Phone: 03333 445456

# QUOTATION

## Congleton Pride 2nd Stage

<b>QUOTE NUMBER</b> 62014
Quote valid until 06/04/2023
Client Congleton Pride
Rental period 22/07/2023 09:00 to 22/07/2023 19:00
Shipping weight 276.79 kg
Power consumption 480 W / 2.09 A / 1.44 kVA
Audio output 1 kW RMS

Item	Price	Quantity	Total
<b>Staging packages</b>			
 Gazebo stage small (3m x 2m deck) Quick and easy to assemble, this small stage is ideal for pop-up events. Ready to use in under an hour, the gazebo roof and optional sides protect performers from the elements. Various platform heights are available, with steps and safety rails as standard.	per week	1 x 1 week	
<b>Total for Staging packages</b>			
<b>PA Systems</b>			
 PA system 2A Pair of RCF Art 312 active speakers on stands with all required cables. 800W RMS audio output.	per week	1 x 1 week	
 Soundcraft EFX8 kit	per week	1 x 1 week	
<b>Total for PA Systems</b>			
<b>Microphones &amp; DI boxes</b>			
 Vocal mic kit A single wired vocal mic with 5m XLR cable, mic clip and stand. Perfect for announcements or solo singers.	per week	2 x 1 week	
 Orchid Electronics classic DI Box A versatile DI Box intended for use in the Studio and on Stage - or anywhere it may be necessary to interface musical or audio equipment to a mixing console.	per week	3 x 1 week	
<b>Total for Microphones &amp; DI boxes</b>			
<b>Subtotal</b>			£300.00
<b>VAT</b>			£60.00
<b>Total</b>			£360.00

### TERMS & CONDITIONS

#### 1 QUOTATIONS, ORDERS AND CONFIRMATIONS

1.1 Quotations issued by Bailey Audio Systems Ltd are valid and open for acceptance within 7 days from the date of issue unless otherwise stated in the quotation

1.2 Any instruction required to be given to Bailey Audio Systems Ltd by the Customer shall be given in writing. Oral communication it shall be confirmed to The Company in writing within three days or will not be held legally binding.

**Congleton Town Council**  
**Application for Financial Assistance**

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

<b>Application Reference Number (office use only)</b>	<b>GR10-2324</b>
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1.1	<b>Applicant(s):</b>	Peter Ranson
1.2	<b>Representing:</b>	The Old Saw Mill
1.3	<b>Email Address:</b>	<a href="mailto:info@theoldsawmill.org">info@theoldsawmill.org</a>
1.4	<b>Tel No.</b>	
1.5	<b>Project Title:</b>	Apple juice and cider production
1.6	<b>Project Objectives:</b>	To reduce the amount of apples wasted and left to rot; To use the surplus from peoples' gardens to produce local, organic apple juice and cider. To use the money from sales of the juice to provide community support and facilities in the Old Saw Mill
1.7	<b>Brief Project Description:</b>	This project has been active for over ten years and was originally initiated by the Congleton Sustainability Group to reduce the waste of good apples and use them for the benefit of the town. Originally the apples were collected from people's homes and taken to a farm in Dunham Massey to be juiced. When premises were found the production was switched to what became the Old Saw Mill and equipment was purchased using loans from committee members. Production expanded and is now a well established feature in the town with juice sold in a number of outlets including the OSM café, the Town Hall and local markets. Our juice has won awards. When possible we take back used bottles and re-use them following washing and sterilising.
1.8	<b>Details accounts/budgets</b>	The cost of bottles has increased by 30% since last year. The pasteurisation process is very heavy on power, requiring a 3-phase feed which heats 109 bottles at a time to 72 degrees and holds this for 20mins. We can do up to 5 runs a week. Four pallets of 816 bottles, tops, shrinks with boxes + delivery cost £2302. NB These are the most competitively priced ones we can find. Our target this year is at least 4000 bottles of juice and 500 bottles of cider which will require at least 4 pallets of bottles + tops, shrinks and boxes. We will re-use at least 700 returned bottles.

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

2.1	<b>Total Cost of Project:</b>	£2392 (4896 bottles, tops, shrinks, boxes) Cost of power for sterilisation 360KWH @ 40p = £144
2.2	<b>Total contribution sought:</b>	£2500



2.3	<b>What will the money be spent on?</b>	Purchase of bottles, tops, shrinks and boxes as well as power to run the sterilisation tank
2.4	<b>Any ongoing costs:</b>	No
2.5	<b>Details of confirmed match funding include source</b> Cash:  In kind:	The OSM provides the premises, energy costs and water. The apple press relies on water pressure so water usage is high. The water from each pressing is used for washing apples and cleaning the equipment.  All labour is carried out by at least five volunteers who use their personal cars to pick and collect apples if requested and to transport cases of juice to Rode Hall and other markets.
2.6	<b>Resources needed:</b>	Empty bottles, tops, shrinks and cardboard boxes for storage.
2.7	<b>Estimated timescale of project from start to finish:</b>	August 2023 – November 2023 (apple season) August 2023 – August 2024 Sales

### Part 3: Potential Benefits / Outputs

3.1	<b>What are the potential benefits/outputs to residents of Congleton</b>	Delicious apple juice and cider to drink. Fewer wasted apples which would otherwise rot in gardens and go to compost Happy pigs – the pulp is taken by a local pig farmer. Most importantly support for the Old Saw Mill which provides a wide range of opportunities for local people to get support and engage in community activities. It will also support the provision of meals to people isolated in their homes and food bank referrals.
3.2	<b>Are there similar services/projects provided in the area</b>	No

### Part 4: Evaluation

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	At the end of the season the numbers of bottles produced will be recorded and the income from selling them will be calculated. The impact of the Old Saw Mill on people's lives will be significant and recorded through our system of collecting comments from users of our service.. All the volunteers who make the juice are retired. One volunteer sees this as something which gives him a renewed purpose in life.
4.2	<b>Describe how you will promote the Town Council in your project.</b>	We will acknowledge the support of the TC in our newsletter and press releases to the Congleton Chronicle.
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

Signature: **Redacted**

Date: 08-09-2022



# Congleton Town Council

## Application for Financial Assistance



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

<b>Application Reference Number (office use only)</b>	<b>GR11/2324</b>
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1.1	<b>Applicant(s):</b>	Jackie Moss
1.2	<b>Representing:</b>	Congleton Harriers
1.3	<b>Email Address:</b>	[REDACTED]
1.4	<b>Tel No.</b>	[REDACTED]
1.5	<b>Project Title:</b>	39 <sup>th</sup> Congleton Half Marathon 1 <sup>st</sup> October 2023
1.6	<b>Project Objectives:</b>	To promote running to the people of Congleton and surrounding areas, not only club runners but also non club runners of all running abilities and experience. To use surplus funds to support local charities and not-for-profit groups.
1.7	<b>Brief Project Description:</b>	<p>The Congleton Half Marathon is now in its 39th year and is well-known within the North West and Midlands running circle's calendar. It also forms part of the North Staffs Road Runners' Association's Race Programme.</p> <p>The race starts from Congleton High School, passes Radnor Bank then looping out via Marton and Swettenham before returning to the school.</p>
1.8	<b>Details accounts/budgets</b>	The race is organised purely by volunteers from Congleton Harriers Running Club and local groups. Based on 2022's expenditure we can give an estimate of total costs as £13,000. Similarly, we can only give an estimate of likely income for 2023 based on previous numbers. It is forecast that 466 runners will enter, which based on current entry fees would generate an income of £12,000 (not including other support)

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

2.1	<b>Total Cost of Project:</b>	Approximately £13,000
2.2	<b>Total contribution sought:</b>	<b>£750 Specifically costs for Medical services</b>
2.3	<b>What will the money be spent on?</b>	<b>Specifically, financial support will be used for hire of Gator Medical services for provision of emergency medical services on the day.</b>

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

### Part 3: Potential Benefits / Outputs

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

### Part 4: Evaluation

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

Signature: 

Date: 25/06/2023

# Quotation for Services



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



## Quotation for Services

**Date:** 30/03/2023

**Quotation Ref:** GM 087

### **EVENT**

Congleton Harriers (Congleton Half)

### **Event Date**

Sunday 1<sup>st</sup> October 2023

### **Event Times**

9am-2pm

### **Resources Required**

First Aiders x4

First Aid Treatment Centre

AED x2

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

The total cost of the cover is £750.00

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

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

Kind Regards,

Scott Dundas

[www.gator-events.co.uk](http://www.gator-events.co.uk)

Gator Medical is part of Gator Events Ltd

[info@gator-events.co.uk](mailto:info@gator-events.co.uk)

**Congleton Town Council**  
**Application for Financial Assistance**

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

<b>Application Reference Number (office use only)</b>	<b>GR12-2324</b>
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1.1	<b>Applicant(s):</b>	Pete Turner
1.2	<b>Representing:</b>	Congleton Amateur Youth Theatre (CAYT) – registered charity 1071221
1.3	<b>Email Address:</b>	████████████████████
1.4	<b>Tel No.</b>	██████████
1.5	<b>Project Title:</b>	Sustainable costs - sound
1.6	<b>Project Objectives:</b>	To resource the organisation for the future and to provide a sustainable approach for show sound, microphones & lighting – to buy our own mics, rather than rent, and to train our volunteers to manage the sound and lighting.
1.7	<b>Brief Project Description:</b>	<p>CAYT provides a volunteer-led youth theatre that has for over 30 years provided an opportunity for local children and young people up to the age of 18 to take part in professional standard stage productions at the Daneside Theatre.</p> <p>Of more recent years the understandable expectation of audiences is for improved lighting and sound quality, approaching the experience of larger-scaled venues and CAYT has, as have other local amateur dramatic societies, routinely sought external professional support.</p> <p>This support comes at an ever-increasing cost, which in time will become unsustainable, particularly as we aim to make the ticket prices as accessible as practicable.</p> <p>Our aim is to resource CAYT and its committed and enthusiastic team of volunteers to facilitate the sound and light aspect of the shows as much as we can. To do this we need to buy the professional quality microphones of the same standard we hire in as well as train our volunteers on the use of the sound and lighting equipment.</p> <p>Additionally, we will make our microphones available to other local societies for a below commercial rate, helping them with their finances as well as supporting the work of CAYT. We will also encourage our volunteers (many of who also support other societies locally) offer to help with sound and lighting for other groups at the Daneside.</p>
1.8	<b>Details accounts/budgets</b>	Currently the provision of microphones and sound costs just over £1,500 per show. The provision of lighting technical support is in the region of £1,300.

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Support

HDD Recorders


Jibs & Cranes

» 1. Basket

» 2.  
Checkout

» 3.  
Complete

## Your Shopping Basket

Name	Unit Price	Quantity	Price
 <b>Sennheiser SK 500 G4-GBW (SK500G4GBW) Evolution Wireless G4 Bodypack Transmitter 606-678MHz</b>	£332.50	20	£6,650.00
Subtotal			£6,650.00
Select your shipping method:			
<input type="text" value="£30.00 (DPD Tracked)"/>			Shipping £30.00
			VAT (VAT 20%) <sup>1</sup> £1,336.00
Grand Total			£8,016.00

Promotional code or gift card

 Empty Basket

 Update Basket

 Update

Secure Checkout >

-- Or --



**Congleton Amateur Youth Theatre**  
**Charity number 1071221**  
**Income and Expenditure for the year ended 31 July 2022**

	<b>Receipts</b>	<b>Expenses</b>	<b>Profit/(loss)</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Pirates of Penzance	8,295.20	12,138.75	-3,843.55
Around the World in 80 Days	3,813.36	5,047.99	-1,234.63
2022/23 Shows	0.00	502.64	-502.64
	<b>12,108.56</b>	<b>17,689.38</b>	<b>-5,580.82</b>
Subscriptions	1,840.00		1,840.00
Income tax refund	664.02		664.02
Donations	1.96		1.96
Tuck	5.00	94.07	-89.07
Insurance		468.94	-468.94
Hire of rehearsal rooms		1,656.00	-1,656.00
Subscriptions NODA		117.00	-117.00
Sundries		15.00	-15.00
	<b>2,510.98</b>	<b>2,351.01</b>	<b>-5,420.85</b>
<b>Balances brought forward</b>		£	£
Cash in hand		461.30	
Co-operative Bank Current account		15,806.87	
		16,268.17	
Surplus of income over expenditure		-5,420.85	
			10,847.32
<b>Balances carried forward</b>			
Cash in hand		494.06	
Co-operative Bank Current account		10,353.26	
			10,847.32

Approved on behalf of the Committee

L House  
Chair  
18th September 2022



# Town Council Grant

## Activities Monitoring Form

1. Contact Details	
Organisation name:	Trinity Amateur Operatic Society
Address:	██████████ ██████████ ██████████

2. Grant Information			
Grant Reference Number:	GR06/2223		
Total project cost:	Unknown - 2020 Show cost was £15,500		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£1950
Please list receipts below:  Lighting invoice from Nick Walker – Production Support		

3. Project Information			
When did the project commence?		25 <sup>th</sup> April 2023 – 29 <sup>th</sup> April 2023	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input type="checkbox"/>			
This is currently unknown as we are waiting for final bills in for theatre hire, sound costs etc.			



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

Our shows give the local residents of Congleton an opportunity to attend a high quality amateur show, produced to a professional standard, on their doorstep. People are starting to get back to normal lives and are delighted to return to the theatre for entertainment and socialising with friends once again. The feedback from Congleton residents is always how much they enjoy attending the Daneside Theatre and how professional the shows are at an affordable cost and easy to access. By Trinity AOS putting on a show at the Daneside Theatre, this provides the theatre Trust with vital income, through hire costs and bar takings, to keep this excellent facility operating in our community.

We had excellent feedback from our audiences for 'All Shook Up' saying how professional and enjoyable the show was.

#### 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)

I have attached an electronic copy of our programme on which we thanked Congleton Town Council for their donation towards the lighting for the show. We also thanked them on our projected screens at the beginning of each performance.

#### 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?

Our experience has been very good with the Grant Scheme. Thank you for the donation.

How did you apply? Online  Email  Post

Do you feel that you understood the process? Yes  No

Please rate the following elements:

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



**MOSSLEY OLD SCHOOL TRUST**

122 Leek Road  
Mossley  
Congleton  
CW12 3HX



# Mossley Old School Trust

## Kitchen Refurbishment

### 2022-23

**Centre Manager:** Bryony Milbourne

**Email:** [mossleyoldschool@gmail.com](mailto:mossleyoldschool@gmail.com)

**Tel:** [REDACTED]

- Thank You
- Project Progress
- Project Completion – Before and After
  - User Photos
- Questionnaire Results and User Feedback
- Benefits, Evaluation and Promotion - Revisit

## Thank You

On behalf of the Trustees and Users we would like to say thank you for your grant contribution to enable us to carry out our kitchen refurbishment project.

We feel it has not only updated the practical use and safety of the kitchen but also has contributed to an overall feel of quality within the building and its facilities. This has led to many anecdotal comments from visitors and when showing potential new Users round, turning it from an area to avoid to an area to be proud of. We believe this has already helped increase usage.

The Project was completed by **Chris Candy**, a local joiner, and accompanying contractors.

Suppliers:

- Kitchen and Appliances - **Howdens** in Biddulph
- Tiles - **Topps Tiles** in Macclesfield
- Painting and Decorating - **Bloor Décor**
- Additional Appliances – **Currys**
- Oven Cleaning – **Cheshire Oven Cleaning**

We ensured that the project came in within budget.

Should you wish to visit to view the new kitchen and the building as a whole, please get in contact and we would be happy to arrange this.

**Signature redacted**

Bryony Milbourne  
Centre Manager

## Project Progress

The Project began in September 2022 and took around 4 weeks to complete the main construction work. In October 2022 the painting and decorating was carried out, in November 2022 the tiling was completed to finish the room and in January 2023 the remaining new appliances were purchased and installed.



## Project Completion – Before and After

The kitchen underwent a massive transformation including new ceiling and lighting, plastering, kitchen removal and refit, tiling and painting. As well as updating appliances.



**BEFORE**



Project Completion – Before and After



**AFTER**



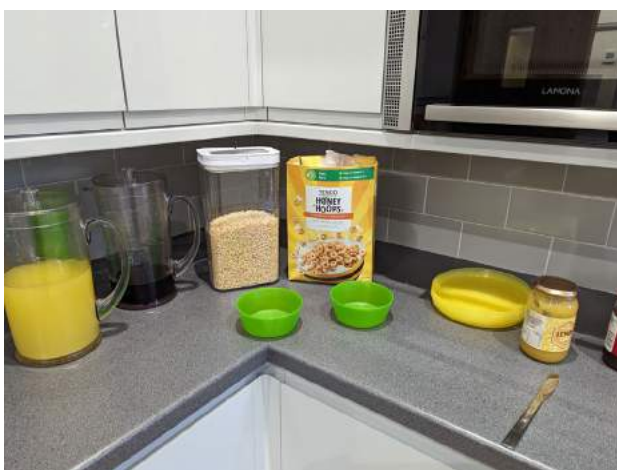
## User Photos

The highest group of users of the kitchen are the Scouting community and Mossley After School Club (MASK). Children within these groups have food prepared for them or use it to do their own food related sessions in. In addition other regular groups, such as Louise Carter School of Dance and the U3A, use it frequently for teas and coffees and our party bookings enjoy it to prepare party food for their guests. All have benefited from the newly created environment.



**Scouts use the hob as part of a session**

**Cubs wash up as they clear away at the end of their session**

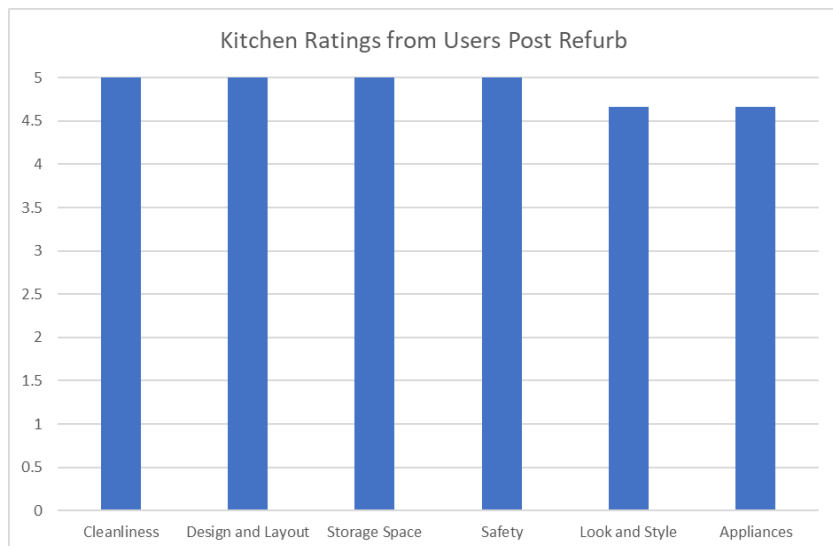
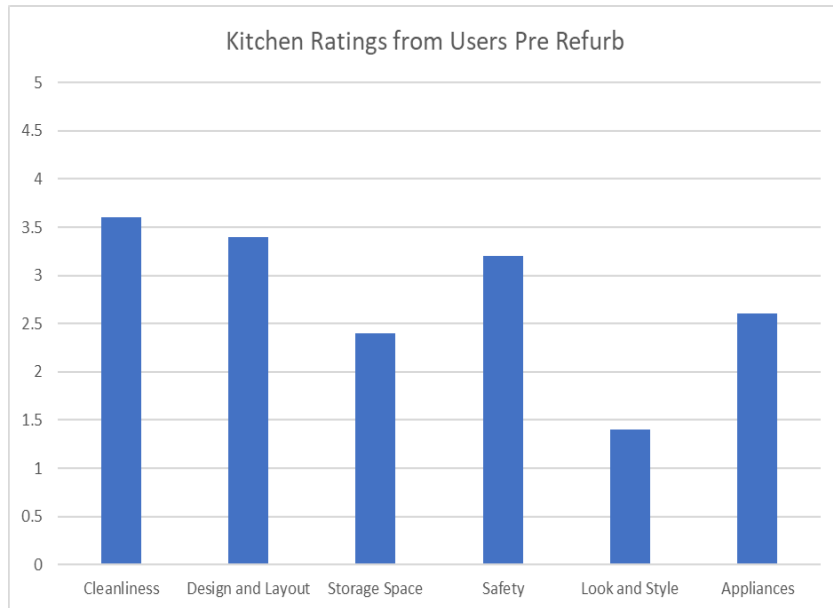


**MASK lay out breakfast for the children**



## Questionnaire Results and User Feedback

We asked users to rate the kitchen out of 5 on a number of factors before and after the project. The graphs below show the average ratings and post refurb increase that has occurred, thereby demonstrating that we have met our aims.



In addition, we have received some of the following feedback:

- It has everything in there for users.
- A great improvement!
- So much cleaner and brighter – love the tiles!
- My students' parents have commented on how impressed they are.
- This has really helped with our Food Hygiene rating – thank you.

## Benefits, Evaluation and Promotion - Revisit

### Benefits

As outlined in the grant application, we believe the following benefits have been achieved through the refurbishment:

- Creating a more practical, updated and user friendly kitchen.
- Increasing the energy efficiency with up to date lighting and appliances.
- Increasing the safety of all Users by reducing sharp edges on cupboard doors etc.
- Bringing the kitchen in line with the rest of the building and other similar venues to ensure we can continue to obtain and retain Users.
- Provide a more effective space for young children to learn cookery skills during scouts and holiday clubs etc.
- Allow the Before and After School Club to offer a wider variety of food and increase shelf life with the installation of a larger fridge and introduction of a freezer.

### Evaluation

As promised, we aimed to evaluate the project in the following ways:

- A project team has been set up including key Users and Trustees to ensure full inclusion and that they are satisfied.
  - *This team worked alongside each other during the project to ensure it met the needs of all key groups during the process.*
- A list of kitchen requirements has been drawn up with full consultation with Trustees, Centre Manager and Users. Also taking into account comments from kitchen design experts. It can be re-visited throughout and after the project to ensure the planned needs have been met.
  - *This list was referred to frequently throughout the project and when any questions arose from the Contractor. It was re-visited during the project and no adaption was felt to be required. Post project we have confirmed all elements have been met.*
- A questionnaire will be sent to all Users before the project to determine kitchen feature ratings and the same will be sent to them after the project to ensure ratings have increased.
  - *See Above.*
- Pictures will be taken before and after for a visual comparison.
  - *See Above.*

### Promotion

We enjoyed promoting the project in real time and were very proud to share the results.

During Project:

- Promote the project through information emails to all Users.
- Ask Users to disseminate project information through to all their attendees (approx 450 in total) and via their own media channels.
  - *Users were regularly contacted and informed about the project and the grant bodies who have helped us.*
- Post step by step updates on our Facebook page throughout the project mentioning the grant allocation details each time with thanks.
  - *Posts were put on our Facebook Page approx. once a week to show the updates as they occurred. Each time the grant bodies and contractors were thanked for their support.*
- Place posters on noticeboards within the Community Centre for visitors and Users to view.
  - *Posters were placed up for the duration of the project.*

Post Project:

- Send an article to Congleton Hub Facebook page and the Congleton Chronicle.

Invite the Mayor to the re-opening ceremony.

- *We have decided that personal viewings on request would be a more suitable method. Currently in discussions with Congleton Hub for general advertising going forwards.*



# Town Council Grant

## Activities Monitoring Form

### 1. Contact Details

Organisation name:

**Congleton Heritage & Antiques Festival**

Address:



### 2. Grant Information

Grant Reference Number:

Total project cost:

**£1,511**

Receipts Attached? Yes  No

Receipt Amount:

£

Please list receipts below:

Large Banners £279.60

Large Banners board hire £ 50.00

Room Hire £ 43.50

Room Hire £104.40

**Total £477.50**

### 3. Project Information

When did the project commence?

**Sept 10th**

**Festival ran until Sept 25th 2022**

Did you make a profit from the project? Yes  No

If yes, how will this be used?

Please explain how the grant money was used:

The grant money was used for room hire and for the large town banners.

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

The festival was badly effected by the death of Queen Elizabeth the day before our major launch event and family heritage fun day. We still manage to host a town centre tribute concert on the day, and most of our fortnight long festival events went ahead, though numbers were down on expected. Accross the fortnight however several hundred people attended our live events with many more viewing heritage and antiques events which we held on our website and on Youtube. Our website is becoming a knowledge base for local heritage and is viewed throughout the year, long after the festival itself is over.

Our many 2020 festival events can also still be viewed on the same website and will be maintained there for future viewing.

#### 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** [www.congletonheritagefestival.com](http://www.congletonheritagefestival.com)

We used the Town Council logo on our promotional materials, and also on our website crediting supporters.

#### 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?

Thank you for your support for what was our third, and most challenging heritage festival. The process was easy to follow.

How did you apply? Online  Email  Post

Do you feel that you understood the process? Yes  No

Please rate the following elements:

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

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee																																									
<b>MEETING DATE AND TIME</b>	7.00pm 20 <sup>th</sup> July 2023	<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>	<p>Variance analysis for the period to 31<sup>st</sup> March 2023 to accompany the attached spreadsheets in Appendix 10.1. and current year to 31<sup>st</sup> May 2023 Appendix 10.2</p> <p><b>Year ending 31<sup>st</sup> March 2023</b> These figures cover the financial year 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.</p> <p>The Annual Return and Accounting Statements and Unaudited Financial Statements have been received and approved by Council on 15<sup>th</sup> June 2023 and have been submitted to our External Auditors for processing.</p> <p>The final Management Accounts for this year have not been presented to Finance and Policy prior to this meeting.</p>																																									
<b>Updates</b>	<p><b>Year ending 31<sup>st</sup> March 2023: Appendix 10.1</b> The final outcome for this year was an surplus of £14,602 which was returned to General Reserves. This was achieved partly by the use of Ear Marked Reserves, higher than budgeted income and below budget spends. the Main areas below:</p> <table border="1"> <thead> <tr> <th><b>EMR/Revenue Budget Line</b></th> <th><b>Use</b></th> <th><b>Amount</b></th> </tr> </thead> <tbody> <tr> <td>Capital Equipment Fund</td> <td>To purchase equipment: Streetscape</td> <td>£12,514</td> </tr> <tr> <td>Capital Contingency</td> <td>To purchase equipment: Other</td> <td>£20,778</td> </tr> <tr> <td>Business Recovery</td> <td>First Floor Scheme</td> <td>£5,000</td> </tr> <tr> <td>Covid 19</td> <td>Luncheon Club</td> <td>£3,000</td> </tr> <tr> <td>Capital Contingency</td> <td>Property Maintenance</td> <td>£17,198</td> </tr> <tr> <td>Capital Contingency</td> <td>Allotment repairs</td> <td>£5,120</td> </tr> <tr> <td>Legal/Professional Fees</td> <td>Contract/Bio-diversity &amp; Net Zero studies</td> <td>£8,886</td> </tr> <tr> <td>Cenotaph</td> <td>Finished project costs &amp; balance back to General Reserves</td> <td>£10,419</td> </tr> <tr> <td>Training</td> <td>Training to go back to General Reserves</td> <td>£2,479</td> </tr> <tr> <td>Public Realm</td> <td>Projects: to go back to General Reserves</td> <td>£1,036</td> </tr> <tr> <td>PCSO</td> <td>£34,000 budget £11,740 allocated</td> <td>£22,260</td> </tr> <tr> <td>Interest</td> <td>£1,500 budget, £11,524 received</td> <td>£10,024</td> </tr> </tbody> </table>			<b>EMR/Revenue Budget Line</b>	<b>Use</b>	<b>Amount</b>	Capital Equipment Fund	To purchase equipment: Streetscape	£12,514	Capital Contingency	To purchase equipment: Other	£20,778	Business Recovery	First Floor Scheme	£5,000	Covid 19	Luncheon Club	£3,000	Capital Contingency	Property Maintenance	£17,198	Capital Contingency	Allotment repairs	£5,120	Legal/Professional Fees	Contract/Bio-diversity & Net Zero studies	£8,886	Cenotaph	Finished project costs & balance back to General Reserves	£10,419	Training	Training to go back to General Reserves	£2,479	Public Realm	Projects: to go back to General Reserves	£1,036	PCSO	£34,000 budget £11,740 allocated	£22,260	Interest	£1,500 budget, £11,524 received	£10,024
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	<p><b>2023-2024 to 31<sup>st</sup> May 2023 Appendix 10.2</b></p> <p>We are currently early on in the financial year, no issues to note at present. The budgets continue to be monitored by the RFO and regular updates are provided to the Management Team and staff on available budgets and current spend levels.</p>
<b>Decision Requested</b>	<ol style="list-style-type: none"><li>1. To receive the Management Accounts for Year ending 31<sup>st</sup> March 2023.</li><li>2. To receive the Management Accounts for current financial year to 31<sup>st</sup> May 2023.</li></ol>

Congleton Town Council  
Management Accounts 2022-23

Mar-23  
Page 1/3

Month	12		BUDGET TO	Actual Spend	£ VARIANCE	% Of Budget	Variance	NOTES
Percentage	100.0%		M12	to M12	AT M12	spent @ M12	%	
		<b>ANNUAL BUDGET</b>						
<b>Finance and Policy Committee</b>								
101		<b>Corp Management</b>						
		Staff Costs (re-allocated)	171,273	171,273	177,129	-5856	103.4%	-3.4%
		Travel	500	500	0	500	0.0%	100.0%
		Training / Conferences	3,000	3,000	774	2226	25.8%	74.2%
		Rent Payable	17,017	17,017	17,017	0	100.0%	0.0%
		Miscellaneous Office Costs	1,660	1,660	1,670	-10	100.6%	-0.6%
		Telephone/Fax/Internet	1,083	1,083	2,509	-1426	231.7%	-131.7%
		Postage	3,077	3,077	695	2382	22.6%	77.4%
		Stationery & Printing	2,900	2,900	2,791	109	96.2%	3.8%
		Subscriptions & Publications	4,200	4,200	4,118	82	98.0%	2.0%
		Insurance	11,200	11,200	11,285	-85	100.8%	-0.8%
		Computer/IT Costs	13,130	13,130	18,615	-5485	141.8%	-41.8%
		Photocopy Charges	1,500	1,500	1,648	-148	109.9%	-9.9%
		Recruitment Advertising	500	500	228	272	45.6%	54.4%
		Other Advertising	300	300	0	300	0.0%	100.0%
		Bank Charges	1,240	1,240	1,168	72	94.2%	5.8%
		Audit Fees - External	2,000	2,000	2,100	-100	105.0%	-5.0%
		Audit Fees - Internal	1,760	1,760	1,202	558	68.3%	31.7%
		Accountancy Support	5,000	5,000	4,479	521	89.6%	10.4%
		Legal & Professional fees	4,000	4,000	7,289	-3289	182.2%	-82.2%
		HR & H&S support	4,500	4,500	3,834	666	85.2%	14.8%
		Write Off	0	0	100	-100	#DIV/0!	#DIV/0!
		Tfr From EMR	0	0	-11,903	11903	#DIV/0!	#DIV/0!
		Tfr to EMR (CIL)	0	0	16,577	-16577	#DIV/0!	#DIV/0!
		Central Overheads reallocated	-63,881	-63,881	-51,161	-12720	80.1%	19.9%
		<b>Corporate Management:-Expenditure</b>	<b>185,959</b>	<b>185,959</b>	<b>212,164</b>	<b>-26205</b>	<b>114.1%</b>	<b>-14.1%</b>
		<b>Precept 2022-2023</b>	<b>-996,333</b>	<b>-996,333</b>	<b>-996,333</b>	<b>0</b>	<b>100.0%</b>	<b>0.0%</b>
		Interest Receivable	-1,500	-1,500	-11,524	10024	768.3%	-668.3%
		Miscellaneous Income	0	0	-16,690	16690		
		<b>Corporate Management:-Income</b>	<b>-997,833</b>	<b>-997,833</b>	<b>-1,024,547</b>	<b>26714</b>	<b>102.7%</b>	<b>-2.7%</b>
		<b>Net Income Over Expenditure</b>	<b>-811,874</b>	<b>-811,874</b>	<b>-812,383</b>	<b>509</b>	<b>100.1%</b>	<b>-0.1%</b>
102		<b>Civic</b>						
		Staff Costs (re-allocated)	31,723	31,723	27,060	4663	85.3%	14.7%
		Training / Conferences	1,000	1,000	761	239	76.1%	23.9%
		Stationery & Printing	500	500	0	500	0.0%	100.0%
		Marketing/Promotions	1,000	1,000	679	321	67.9%	32.1%
		Council Newsletter	8,000	8,000	8,238	-238	103.0%	-3.0%
		Council Website	2,000	2,000	590	1410	29.5%	70.5%
		Mayor's Allowance	3,000	3,000	3,000	0	100.0%	0.0%
		Members Expenses	200	200	0	200	0.0%	100.0%
		Civic Expenses	6,750	6,750	6,727	23	99.7%	0.3%
		Civic Regalia	250	250	0	250	0.0%	100.0%
		Hall & Room Hire	6,000	6,000	3,703	2297	61.7%	38.3%
		Civic Artefacts and Treasures	500	500	500	0	100.0%	0.0%
		Central Overheads reallocated	2,720	2,720	2,181	539	80.2%	19.8%
		<b>Civic:-Expenditure</b>	<b>63,643</b>	<b>63,643</b>	<b>53,439</b>	<b>10204</b>	<b>84.0%</b>	<b>16.0%</b>
107		<b>Grants</b>						
		Initial Grant Commitment	15,000	15,000	12,302	2698	82.0%	18.0%
		Tfr from EMR Committed Grants		0	-7,680	7680		
		Specified Grants	41,833	41,833	44,795	-2962	107.1%	-7.1%
		<b>Grants- Expenditure</b>	<b>56,833</b>	<b>56,833</b>	<b>49,417</b>	<b>7416</b>	<b>87.0%</b>	<b>13.0%</b>
		<b>Capital</b>	<b>46,778</b>	<b>46,778</b>	<b>46,779</b>	<b>-1</b>	<b>100.0%</b>	<b>0.0%</b>



F&P Income - Income	-997,833	-997,833	-1,031,171	33,338	103.3%	Full Committee Summary includes Mavor cost centre
Expenditure	353,213	353,213	368,423	-15,210	104.3%	Full Committee Summary includes Mavor cost centre

**Congleton Town Council**  
**Management Accounts 2022-2023**  
**Mar-23**

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Month	12							
Percentage	100.0%	ANNUAL BUDGET	BUDGET TO M12	Actual Spend to M12	£ VARIANCE AT M12	% Of Budget spent @ M12	Variance %	NOTES
<b>Community and Environment Committee</b>								
215	Floral Displays Income	-4,000	-4,000	-11,638	7638	291.0%	-191.0%	
215	Floral Displays Expenditure	17,262	17,262	24,920	-7658	144.4%	-44.4%	
241	Allotments Income	-190	-190	-190	0	100.0%	0.0%	
241	Allotments Expenditure	1,000	1,000	125	875	12.5%	87.5%	
300	Public Realm	3,000	3,000	1,800	1200	60.0%	40.0%	
301	Congleton Partnership Income			-29,512				
301	Congleton Partnership Expenditure	31,177	31,177	58,658	-27481	188.1%	-88.1%	
302	Community Development	119,418	119,418	122,228	-2810	102.4%	-2.4%	
303	Crime Reduction/CCTV	43,548	43,548	21,287	22261	48.9%	51.1%	
305	Christmas Fayre/lights Income	0	0	-3,273	3273			
305	Christmas Fayre/lights Expenditure	16,000	16,000	18,920	-2920	118.3%	-18.3%	
310	Neighbourhood Plan	0	0	3,078	-3078	0.0%	100.0%	
310	Neighbourhood Plan Tfr From EMR	0	0	-3,078	3078			
321	Tourism Income	-5,000	-5,000	-6,488	1488	129.8%	-29.8%	
321	Tourism Expenditure	20,770	20,770	23,957	-3187	115.3%	-15.3%	
341	Youth and Young People	1,000	1,000	0	1000	0.0%	100.0%	
351	Luncheon Club	9,000	9,000	9,175	-175	101.9%	-1.9%	
				0				
C.E & S	Income	-9,190	-9,190	-52,101	42,911	566.9%		Full Committee Summary
	Expenditure	262,175	262,175	282,070	-19,895	107.6%		Full Committee Summary

**Town Hall, Assets and Services Committee**

	ANNUAL BUDGET	BUDGET TO M12	Actual Spend to M12	£ VARIANCE AT M12	% Of Budget spent @ M12	Variance %	NOTES
201	<b>Paddling Pool</b>	41,096	41,096	32,521	8575	79.1%	20.9%
221	<b>Town Hall</b>						
	Town Hall - Expenditure	205,157	205,157	194,895	10262	95.0%	5.0%
	Town Hall - Income	-101,100	-101,100	-106,525	5425	105.4%	-5.4%
	Net Expenditure over Income	104,057	104,057	88,370	15687	84.9%	15.1%
225	<b>Congleton Information Centre</b>						
	CIC - Expenditure	105,494	105,494	203,809	-98315	193.2%	-93.2%
	CIC- Income	-68,174	-68,174	-170,243	102069	249.7%	-149.7%
	Net Expenditure over income	37,320	37,320	33,566	3754	89.9%	10.1%
263	<b>Public Toilets</b>	5,200	5,200	3,765	1435	72.4%	27.6%
270	<b>Cenotaph</b>	255	255	234	21	91.8%	8.2%
280	<b>Streetscape</b>						

Streetscape Expenditure	<b>599,763</b>	599,763	701,235	-101472	116.9%	-16.9%
		0		0		
Streetscape - Income CEC	<b>-380,156</b>	-380,156	-428,192	48036	112.6%	-12.6%
Streetscape - External work income	<b>-15,000</b>	-15,000	-11,666	-3334	77.8%	22.2%
Streetscape - Other	<b>0</b>	0	0	0		100.0%
Streetscape - Misc Income	<b>-900</b>	-900	-1,657	757	184.1%	-84.1%
S/S Income	<b>-396,056</b>	-396,056	-441,515	45459	111.5%	-11.5%
Net Expenditure over Income	<b>203,707</b>	203,707	259,720	<b>-56013</b>	127.5%	-27.5%

THAS	Income	<b>-565,330</b>	<b>-565,330</b>	<b>-718,283</b>	<b>152,953</b>	127.1%	<b>Full Committee Summary</b>
	Expenditure	<b>956,965</b>	<b>956,965</b>	<b>1,136,459</b>	<b>-179,494</b>	118.8%	<b>Full Committee Summary</b>
	Total Income	<b>-1,572,353</b>	<b>-1,572,353</b>	<b>-1,801,555</b>	<b>229,202</b>	111.6%	<b>Overall summary</b>
	Total Expenditure	<b>1,572,353</b>	<b>1,572,353</b>	<b>1,786,952</b>	<b>-214,599</b>	92.0%	<b>Overall summary</b>
	Net Income / Expenditure			<b>-14,603</b>	<b>14,603</b>		<b>Overall summary, back to general reserves. Required for 23-24 £255,350 c/f balance £241,636. -£13,714</b>

<b>Personnel</b>							
Staff Costs	<b>916,343</b>	916,343	<b>954,607</b>	<b>-38264</b>	104.2%	-4.2%	
<b>Personnel with Pay Award for reference</b>							
Permanent Staff Costs - Included budget pay award *1	<b>916,343</b>	916,343	954,607	<b>-38264</b>	104.2%	-4.2%	
Agency Staff	<b>6,000</b>	6,000	34,606	<b>-28606</b>	576.8%	-476.8%	
Total Staff Costs	<b>922,343</b>	922,343	989,213	<b>-66870</b>	107.3%	-7.3%	
Budgeted pay award (3%)							

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**Reserves as at 31st March 2023**

	Balance				
	31/03/2023				
310	General Reserve	<b>227,033</b>			
318	Capital Equipment Fund	-			
320	Capital Contingency Fund	<b>239,669</b>			
321	EMR Elections	<b>20,000</b>			
322	EMR Business Recovery Fund	<b>5,000</b>			
324	EMR Crime Prevention/Traffic calming	<b>7,357</b>			
325	EMR Committed Grants	<b>2,390</b>	Carry forward figure		
326	EMR Congleton Partnership	<b>57,227</b>	Carry forward figure		
327	EMR Covid/Crisis	<b>3,333</b>			
330	EMR Ancient Treasures	<b>3,000</b>			
331	EMR Website	<b>30,151</b>			
333	EMR Training	<b>6,000</b>			
337	EMR Toilets	<b>24,012</b>			
339	EMR Public Realm	<b>8,153</b>			
340	EMR Legal Fees	<b>46,406</b>			
342	EMR Tourism	<b>5,576</b>			
343	EMR Marketing	<b>5,000</b>			
344	EMR Congleton Neighbourhood Plan	<b>5,807</b>			
346	EMR Rotary Bonfire	<b>5,000</b>			
348	EMR Civic	<b>1,000</b>			
349	EMR CIL	<b>16,881</b>			
351	EMR Information Centre	<b>22,011</b>			
353	EMR Ukraine Support	<b>1,948</b>			
354	EMR Carbon Offsetting	<b>3,000</b>			
355	EMR Property Maintenance	<b>75,000</b>			
		<b>820,954</b>			

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Month 2  
Percentage 16.5%

**Finance and Policy Committee**

	<b>ANNUAL BUDGET</b>	<b>BUDGET TO M2</b>	<b>Actual Spend to M2</b>	<b>£ VARIANCE AT M2</b>	<b>% Of Budget spent @ M2</b>	<b>Variance %</b>	<b>NOTES</b>	
101	<b>Corp Management</b>							
	Staff Costs (re-allocated)	204,445	34,074	31,603	2471	15.5%	1.0%	
	Travel	500	83	0	83	0.0%	16.5%	
	Training / Conferences	3,000	500	0	500	0.0%	16.5%	
	Rent Payable	17,017	2,836	2,836	0	16.7%	-0.2%	
	Miscellaneous Office Costs	2,500	417	147	270	5.9%	10.6%	
	Telephone/Fax/Internet	2,620	437	408	29	15.6%	0.9%	
	Postage	2,000	333	0	333	0.0%	16.5%	
	Stationery & Printing	3,100	517	340	177	11.0%	5.5%	
	Subscriptions & Publications	4,750	792	3,318	-2526	69.9%	-53.4%	Paid at start of the financial year
	Insurance	13,200	2,200	3,115	-915	23.6%	-7.1%	Paid at start of the financial year
	Computer/IT Costs	18,000	3,000	3,194	-194	17.7%	-1.2%	Additional cost fro new staff & Councillors
	Photocopy Charges	1,500	250	0	250	0.0%	16.5%	
	Recruitment Advertising	500	83	130	-47	26.0%	-9.5%	
	Other Advertising	300	50	0	50	0.0%	16.5%	
	Bank Charges	1,240	207	186	21	15.0%	1.5%	
	Audit Fees - External	2,100	350	0	350	0.0%	16.5%	
	Audit Fees - Internal	1,760	293	-96	389	-5.5%	22.0%	Accrual input
	Accountancy Support	5,000	833	-675	1508	-13.5%	30.0%	Accrual input
	Legal & Professional fees	5,500	917	41	876	0.7%	15.8%	
	HR & H&S support	4,000	667	1,073	-406	26.8%	-10.3%	
	Central Overheads reallocated	-71,460	-11,910	-11,308	-602	15.8%	0.7%	
	<b>Corporate Management:-Expenditure</b>	<b>221,572</b>	<b>36,929</b>	<b>34,312</b>	<b>2617</b>	<b>15.5%</b>	<b>1.0%</b>	
	<b>Precept 2022-2023</b>	<b>-1,068,179</b>	<b>-178,030</b>	<b>-534,090</b>	<b>356060</b>	<b>50.0%</b>	<b>-33.5%</b>	First half paid
	Interest Receivable	-14,000	-2,333	1,351	-3684	-9.7%	26.2%	Actual interest received to date £2770.04
	Miscellaneous Income	0	0	0	0			
	<b>Corporate Management:-Income</b>	<b>-1,082,179</b>	<b>-180,363</b>	<b>-532,739</b>	<b>352376</b>	<b>49.2%</b>	<b>-32.7%</b>	
	<b>Net Income Over Expenditure</b>	<b>-860,607</b>	<b>-143,435</b>	<b>-498,427</b>	<b>354993</b>	<b>57.9%</b>	<b>-41.4%</b>	
102	<b>Civic</b>							
	Staff Costs (re-allocated)	19,129	3,188	2,923	265	15.3%	1.2%	
	Training / Conferences	1,500	250	0	250	0.0%	16.5%	
	Stationery & Printing	500	83	0	83	0.0%	16.5%	
	Marketing/Promotions	1,000	167	150	17	15.0%	1.5%	
	Council Newsletter	8,000	1,333	0	1333	0.0%	16.5%	
	Council Website	2,500	417	0	417	0.0%	16.5%	
	Mayor's Allowance	3,000	500	0	500	0.0%	16.5%	
	Members Expenses	200	33	0	33	0.0%	16.5%	
	Civic Expenses	7,000	1,167	529	638	7.6%	8.9%	
	Civic Regalia	250	42	0	42	0.0%	16.5%	
	Hall & Room Hire	6,500	1,083	220	863	3.4%	13.1%	
	Civic Artefacts and Treasures	750	125	0	125	0.0%	16.5%	
	Central Overheads reallocated	1,600	267	254	13	15.9%	0.6%	
	<b>Civic:-Expenditure</b>	<b>51,929</b>	<b>8,655</b>	<b>4,076</b>	<b>4579</b>	<b>7.8%</b>	<b>8.7%</b>	
107	<b>Grants</b>							
	Initial Grant Commitment	25,000	4,167	1,890	2277	7.6%	8.9%	
	Sundisised Use	4,500	750	441	309	9.8%	6.7%	
	Tfr from EMR Committed Grants	0	0	-2,390	2390	#DIV/0!	#DIV/0!	
	Specified Grants	32,333	5,389	1,839	3550	5.7%	10.8%	
	<b>Grants- Expenditure</b>	<b>61,833</b>	<b>10,306</b>	<b>1,780</b>	<b>8526</b>	<b>2.9%</b>	<b>13.6%</b>	
	<b>Capital</b>	<b>46,778</b>	<b>7,796</b>	<b>25,000</b>	<b>-17204</b>	<b>53.4%</b>	<b>-36.9%</b>	
	<b>F&amp;P Income - Income</b>	<b>-1,082,179</b>	<b>-180,363</b>	<b>-532,739</b>	<b>-549,440</b>	<b>49.2%</b>	<b>Full Committee Summary includes Mavor cost centre</b>	
	<b>Expenditure</b>	<b>382,112</b>	<b>63,685</b>	<b>63,554</b>	<b>318,558</b>	<b>16.6%</b>	<b>Full Committee Summary includes Mavor cost centre</b>	

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Month	Percentage	ANNUAL BUDGET	BUDGET TO M2	Actual Spend to M2	£ VARIANCE AT M2	% Of Budget spent @ M2	Variance %	NOTES
Month	2							
Percentage	16.5%							
<b>Community and Environment Committee</b>								
215	Floral Displays Income	-4,000	-667	-4,404	3737	110.1%	-93.6%	Hanging baskets monies received at start of year
215	Floral Displays Expenditure	17,262	2,877	4,390	-1513	25.4%	-8.9%	
241	Allotments Income	-190	-32	0	-32	0.0%	16.5%	
241	Allotments Expenditure	1,200	200	526	-326	43.8%	-27.3%	
300	Public Realm	3,000	500	796	-296	26.5%	-10.0%	
301	Congleton Partnership Income	0	0	-3,259	3259			
301	Congleton Partnership Expenditure	22,839	3,807	7,403	-3597	32.4%	-15.9%	
301	Congleton Partnership C/F	0	0	-57,227	57227	#DIV/0!	#DIV/0!	Carry forward balance
		22,839	3,807	-53,083	56,890			
302	Community Development Staff Costs	117,571	19,595	17,906	1689	15.2%	1.3%	
	Community Development Marketing/Promotions	3,500	583	436	147	12.5%	4.0%	
	Community Development Overheads	9,848	1,641	1,558	83	15.8%	0.7%	
		130,919	21,820	19,900	1,920			
303	Crime Reduction/CCTV Income	0	0	-680	680	#DIV/0!	#DIV/0!	
	Crime Reduction/CCTV Expenditure	10,548	1,758	0	1758	0.0%	16.5%	
305	Christmas Fayre/lights Income	-2,000	-333	0	-333			
305	Christmas Fayre/lights Expenditure	22,000	3,667	0	3667	0.0%	16.5%	
310	Neighbourhood Plan	0	0	0	0	0.0%	16.5%	
310	Neighbourhood Plan Tfr From EMR	0		0	0			
321	Tourism Income	0	0	-1,189	1189	#DIV/0!	#DIV/0!	Stall income & donations
321	Tourism Expenditure	14,000	2,333	3,816	-1483	27.3%	-10.8%	
351	Luncheon Club	11,000	1,833	2,478	-645	22.5%	-6.0%	
				0	0			
<b>C.E &amp; S</b>	<b>Income</b>	<b>-6,190</b>	<b>-1,032</b>	<b>-9,532</b>	<b>-3,342</b>			<b>Full Committee Summary</b>
	<b>Expenditure</b>	<b>232,768</b>	<b>37,037</b>	<b>-17,914</b>	<b>-250,682</b>			<b>Full Committee Summary</b>

Town Hall, Assets and Services Committee

	ANNUAL BUDGET	BUDGET TO M2	Actual Spend to M2	£ VARIANCE AT M2	% Of Budget spent @ M2	Variance %	NOTES
201	<b>Padding Pool</b>	<b>67,689</b>	11,282	<b>7,141</b>	<b>4141</b>	10.5%	6.0%
221	<b>Town Hall</b>						
	Town Hall - Expenditure	218,355	36,393	36,089	304	16.5%	0.0%
	Town Hall - Income	-116,350	-19,392	-16,561	-2831	14.2%	2.3%
	Net Expenditure over Income	102,005	17,001	19,528	-2527	19.1%	-2.6%
225	<b>Congleton Information Centre</b>						
	CIC - Expenditure	133,130	22,188	23,441	-1253	17.6%	-1.1%
	CIC - Income	-115,354	-19,226	-23,537	4311	20.4%	-3.9%
	Net Expenditure over income	17,776	2,963	-96	3059	-0.5%	17.0%
263	<b>Public Toilets</b>	<b>6,700</b>	1,117	607	510	9.1%	7.4%
270	<b>Cenotaph</b>	<b>300</b>	50	-5	55	-1.7%	18.2%

**Streetscape**

Streetscape Expenditure	<b>754,555</b>	125,759	117,520	8239	15.6%	0.9%
Streetscape - Income CEC	<b>-459,636</b>	-76,606	-114,909	38303	25.0%	-8.5%
Streetscape - External work income	<b>-15,000</b>	-2,500	-1,343	-1157	9.0%	7.5%
Streetscape - Other	<b>0</b>	0	-125	125		16.5%
Streetscape - Misc Income	<b>-900</b>	-150	0	-150	0.0%	16.5%
S/S Income	<b>-475,536</b>	-79,256	-116,377	37121	24.5%	-8.0%
Net Expenditure over Income	<b>279,019</b>	46,503	1,143	<b>45360</b>	0.4%	16.1%

THAS	Income	<b>-707,240</b>	<b>-117,873</b>	<b>-156,472</b>	<b>550,768</b>	22.1%	<b>Full Committee Summary</b>
	Expenditure	<b>1,180,729</b>	<b>196,788</b>	<b>184,794</b>	<b>-995,935</b>	15.7%	<b>Full Committee Summary</b>
	Total Income	<b>-1,795,609</b>	<b>-299,268</b>	<b>-698,743</b>	<b>1,096,866</b>	111.6%	<b>Overall summary</b>
	Total Expenditure	<b>1,795,609</b>	<b>297,510</b>	<b>230,434</b>	<b>-1,565,175</b>	92.0%	<b>Overall summary</b>
	Net Income /Expenditure			<b>-468,309</b>	<b>-468,309</b>		<b>Rounding allowed</b>

**Personnel**

Staff Costs	<b>1,057,591</b>	176,265	<b>160,622</b>	<b>15643</b>	15.2%	1.3%
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**Personnel with Pay Award for reference**

Permanent Staff Costs - Included budget pay award *1	<b>1,057,591</b>	176,265	168,653	<b>7612</b>	15.9%	0.6%
Agency Staff	<b>13,500</b>	2,250	0	<b>2250</b>	0.0%	16.5%
Total Staff Costs	<b>1,071,091</b>	178,515	168,653	9862	15.7%	0.8%
*1 Budgeted pay award (5%)			<b>8,031</b>			

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**Reserves as at 31st May 2023**

	BF Balance	IN	OUT	CF Balance	
310 General Reserve	<b>241,636</b>			241,636	
318 Capital Equipment Fund	-	5,000		5,000	
320 Capital Contingency Fund	<b>239,669</b>	10,000	<b>-4104</b>	245,565	Allocation of Capital budget moved from cost centre & current year purchases
321 EMR Elections	<b>20,000</b>			20,000	Allocation of Capital budget moved from cost centre & current year purchases
322 EMR Business Recovery Fund	<b>5,000</b>			5,000	
324 EMR Crime Prevention/Traffic calming	<b>7,357</b>			7,357	
325 EMR Committed Grants	<b>2,390</b>			-	
326 EMR Congleton Partnership	<b>57,227</b>		<b>-2390</b>	-	Carry forward figures transferred to cost centre
327 EMR Covid/Crisis	<b>3,333</b>		<b>-57227</b>	-	Carry forward figures transferred to cost centre
330 EMR Ancient Treasures	<b>3,000</b>			3,333	
331 EMR Website	<b>30,151</b>			3,000	
333 EMR Training	<b>6,000</b>			30,151	
337 EMR Toilets	<b>24,012</b>			6,000	
339 EMR Public Realm	<b>8,153</b>			24,012	
340 EMR Legal Fees	<b>46,406</b>			8,153	
342 EMR Tourism	<b>5,576</b>			46,406	
343 EMR Marketing	<b>5,000</b>			5,576	
344 EMR Congleton Neighbourhood Plan	<b>5,807</b>			5,000	
346 EMR Rotary Bonfire	<b>5,000</b>			5,807	
348 EMR Civic	<b>1,000</b>			5,000	
349 EMR CIL	<b>16,881</b>			1,000	
351 EMR Information Centre	<b>22,011</b>			16,881	
353 EMR Ukraine Support	<b>1,948</b>			22,011	
354 EMR Carbon Offsetting	<b>3,000</b>			1,948	
NEW EMR Property Maintenance	<b>75,000</b>			3,000	
	<b>835,557</b>	<b>15,000</b>	<b>- 63,721</b>	<b>786,836</b>	

Bank Reconciliation Statement as at 31/05/2023  
for Cashbook 1 - RBS Current/I Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current/Access Acct	31/05/2023	3105	200,451.03
			<u>200,451.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,451.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,451.03
		Balance per Cash Book is :-	200,451.03 ✓
		Difference is :-	0.00 ✓

Signatory 1:

Name ROBERT DOUGLAS Signed [Redacted] Date 14/06/23

Signatory 2:

Name ..... Signed ..... Date .....

## Receipts for Month 2

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		213,217.54					213,217.54	
bacs	Banked: 02/05/2023	160.00						
	Sales Recpts Page 3128	160.00	160.00		100			Sales Recpts Page 3128
bacs	Banked: 02/05/2023	60.00						
	Sales Recpts Page 3129	60.00	60.00		100			Sales Recpts Page 3129
bacs	Banked: 02/05/2023	100.00						
	Sales Recpts Page 3130	100.00	100.00		100			Sales Recpts Page 3130
bacs	Banked: 02/05/2023	405.70						
bacs	HMRC	405.70			105		405.70	VAT
bacs	Banked: 02/05/2023	60.00						
	Sales Recpts Page 3131	60.00	60.00		100			Sales Recpts Page 3131
bacs	Banked: 02/05/2023	225.00						
bacs	Cong4Cong	225.00			1180	321	225.00	Donation - coronation event
bacs	Banked: 03/05/2023	424.69						
bacs	CIC Sumup	424.69			505		424.69	CIC income
bacs	Banked: 03/05/2023	190.00						
	Sales Recpts Page 3132	190.00	190.00		100			Sales Recpts Page 3132
bacs	Banked: 03/05/2023	1,151.89						
bacs	Public Sector Deposit Bond	1,151.89			1190	101	1,151.89	Interest received
bacs	Banked: 04/05/2023	37.50						
	Sales Recpts Page 3133	37.50	37.50		100			Sales Recpts Page 3133
bacs	Banked: 04/05/2023	15.00						
	Sales Recpts Page 3134	15.00	15.00		100			Sales Recpts Page 3134
bacs	Banked: 04/05/2023	161.62						
bacs	CIC Sumup	161.62			505		161.62	CIC income
bacs	Banked: 04/05/2023	175.49						
bacs	CIC Sumup	175.49			505		175.49	CIC income
bacs	Banked: 04/05/2023	660.00						
	Sales Recpts Page 3135	660.00	660.00		100			Sales Recpts Page 3135
bacs	Banked: 04/05/2023	100.00						
	Sales Recpts Page 3136	100.00	100.00		100			Sales Recpts Page 3136
bacs	Banked: 04/05/2023	100.00						
	Sales Recpts Page 3137	100.00	100.00		100			Sales Recpts Page 3137
bacs	Banked: 05/05/2023	60.00						
	Sales Recpts Page 3138	60.00	60.00		100			Sales Recpts Page 3138
bacs	Banked: 05/05/2023	169.08						
bacs	CIC Sumup	169.08			505		169.08	CIC income

## Receipts for Month 2

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Banked: 09/05/2023	370.00						
	Sales Recpts Page 3139	370.00	370.00		100			Sales Recpts Page 3139
bacs	Banked: 09/05/2023	130.00						
	Sales Recpts Page 3140	130.00	130.00		100			Sales Recpts Page 3140
bacs	Banked: 09/05/2023	60.00						
	Sales Recpts Page 3141	60.00	60.00		100			Sales Recpts Page 3141
bacs	Banked: 10/05/2023	70.00						
	Sales Recpts Page 3142	70.00	70.00		100			Sales Recpts Page 3142
bacs	Banked: 10/05/2023	126.08						
bacs	CIC Sumup	126.08			505		126.08	CIC income
000418	Banked: 10/05/2023	35.73						
000418	CTC	35.73			1199	321	35.73	Donations - coronation event
bacs	Banked: 10/05/2023	150.00						
	Sales Recpts Page 3143	150.00	150.00		100			Sales Recpts Page 3143
bacs	Banked: 10/05/2023	75.00						
	Sales Recpts Page 3144	75.00	75.00		100			Sales Recpts Page 3144
000417	Banked: 10/05/2023	75.00						
	Sales Recpts Page 3145	75.00	75.00		100			Sales Recpts Page 3145
bacs	Banked: 11/05/2023	308.11						
bacs	CIC Sumup	308.11			505		308.11	CIC income
bacs	Banked: 11/05/2023	223.15						
bacs	CIC Sumup	223.15			505		223.15	CIC income
bacs	Banked: 11/05/2023	12,986.40						
	Sales Recpts Page 3146	12,986.40	12,986.40		100			Sales Recpts Page 3146
bacs	Banked: 12/05/2023	90.00						
	Sales Recpts Page 3147	90.00	90.00		100			Sales Recpts Page 3147
bacs	Banked: 12/05/2023	114,909.00						
	Sales Recpts Page 3148	114,909.00	114,909.00		100			Sales Recpts Page 3148
000554	Banked: 12/05/2023	226.98						
000554	CIC	226.98			505		226.98	CIC income
000555	Banked: 12/05/2023	98.40						
000555	CIC	98.40			505		98.40	CIC income
bacs	Banked: 12/05/2023	976.80						
	Sales Recpts Page 3149	976.80	976.80		100			Sales Recpts Page 3149
bacs	Banked: 15/05/2023	340.06						
bacs	CIC Sumup	340.06			505		340.06	CIC income



## Receipts for Month 2

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
bacs	Banked: 15/05/2023	30.00						
	Sales Recpts Page 3150		30.00		100			Sales Recpts Page 3150
bacs	Banked: 16/05/2023	251.97						
bacs	CIC Sumup		251.97		505		251.97	CIC income
bacs	Banked: 16/05/2023	30.00						
bacs	Las Paelleras		30.00		1199	321	30.00	Hay Bales
bacs	Banked: 16/05/2023	130.00						
	Sales Recpts Page 3154		130.00		100			Sales Recpts Page 3154
bacs	Banked: 17/05/2023	90.00						
	Sales Recpts Page 3155		90.00		100			Sales Recpts Page 3155
bacs	Banked: 17/05/2023	296.90						
bacs	CIC Sumup		296.90		505		296.90	CIC income
bacs	Banked: 17/05/2023	163.21						
bacs	CIC Sumup		163.21		505		163.21	CIC income
bacs	Banked: 18/05/2023	265.62						
bacs	CIC Sumup		265.62		505		265.62	CIC income
bacs	Banked: 18/05/2023	127.20						
	Sales Recpts Page 3162		127.20		100			Sales Recpts Page 3162
bacs	Banked: 19/05/2023	182.61						
bacs	CIC Sumup		182.61		505		182.61	CIC income
bacs	Banked: 19/05/2023	105.00						
	Sales Recpts Page 3156		105.00		100			Sales Recpts Page 3156
bacs	Banked: 19/05/2023	81.54						
	Sales Recpts Page 3157		81.54		100			Sales Recpts Page 3157
bacs	Banked: 22/05/2023	896.56						
bacs	CIC Sumup		896.56		505		896.56	CIC income
bacs	Banked: 22/05/2023	120.00						
	Sales Recpts Page 3158		120.00		100			Sales Recpts Page 3158
bacs	Banked: 22/05/2023	60.00						
	Sales Recpts Page 3159		60.00		100			Sales Recpts Page 3159
bacs	Banked: 22/05/2023	495.25						
bacs	CIC		495.25		505		495.25	CIC income
bacs	Banked: 22/05/2023	330.00						
	Sales Recpts Page 3160		330.00		100			Sales Recpts Page 3160
bacs	Banked: 23/05/2023	157.00						
	Sales Recpts Page 3163		157.00		100			Sales Recpts Page 3163

## Receipts for Month 2

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
bacs	Banked: 23/05/2023	474.00						
	Sales Recpts Page 3164		474.00		100			Sales Recpts Page 3164
bacs	Banked: 24/05/2023	145.01						
bacs	CIC Sumup		145.01		505		145.01	CIC income
bacs	Banked: 24/05/2023	238.35						
bacs	CIC Sumup		238.35		505		238.35	CIC income
bacs	Banked: 24/05/2023	70.00						
	Sales Recpts Page 3165		70.00		100			Sales Recpts Page 3165
bacs	Banked: 25/05/2023	56.52						
bacs	CIC Sumup		56.52		505		56.52	Cic income
bacs	Banked: 26/05/2023	288.48						
	Sales Recpts Page 3166		288.48		100			Sales Recpts Page 3166
bacs	Banked: 26/05/2023	233.48						
bacs	CIC Sumup		233.48		505		233.48	CIC income
000420	Banked: 30/05/2023	240.00						
	Sales Recpts Page 3152		240.00		100			Sales Recpts Page 3152
000419	Banked: 30/05/2023	506.25						
	Sales Recpts Page 3153		506.25		100			Sales Recpts Page 3153
bacs	Banked: 30/05/2023	30.00						
	Sales Recpts Page 3169		30.00		100			Sales Recpts Page 3169
bacs	Banked: 31/05/2023	166.14						
bacs	CIC Sumup		166.14		505		166.14	CIC income
bacs	Banked: 31/05/2023	97.32						
bacs	CIC Sumup		97.32		505		97.32	Income
bacs	Banked: 31/05/2023	30.00						
	Sales Recpts Page 3170		30.00		100			Sales Recpts Page 3170
bacs	Banked: 31/05/2023	450.00						
	Sales Recpts Page 3171		450.00		100			Sales Recpts Page 3171
bavs	Banked: 31/05/2023	30.00						
	Sales Recpts Page 3172		30.00		100			Sales Recpts Page 3172
<b>Total Receipts for Month</b>		142,375.09	134,784.17	0.00			7,590.92	
<b>Cashbook Totals</b>		355,592.63	134,784.17	0.00			220,808.46	

## Payments for Month 2

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/04/2023	BACS P/L Pymnt Page 3194	BACS Pymnt	14,006.85	14,006.85					
02/05/2023	Cheshire East Council	DD	2,495.00			501			BACS P/L Pymnt Page 3194
02/05/2023	Prism Solutions	dd	115.26	115.26		4011	221	2,495.00	Town Hall Rates
05/05/2023	[REDACTED]	BACS	235.65			501			69085/15616/call charges
10/05/2023	CTC	008988	150.79			9999		235.65	Refund of duplicate deposit
12/05/2023	ICO	DD	35.00			210		150.79	Petty cash
15/05/2023	Bankline	BACS	69.95			4064	101	35.00	Data protection fee
16/05/2023	BACS P/L Pymnt Page 3206	BACS Pymnt	18,522.90	18,522.90		4051	101	69.95	Bankline
16/05/2023	Serenity	BACS	796.00			501			BACS P/L Pymnt Page 3206
16/05/2023	Trinity Operatic	BACS	1,740.00			4168	300	796.00	First Floor Grant
18/05/2023	CTC	BACS	81,217.84			4701	107	1,740.00	GR06/2223
						515		49,471.66	May Payroll
						525	0	16,393.62	May Payroll
						520	0	15,310.56	May Payroll
						530	0	42.00	May Payroll
18/05/2023	West Mercia Energy	dd	2,455.16	2,455.16		501			11345179/15574/P Pool electric
19/05/2023	Trinity Amateur Operatic Socie	BACS	3,182.50	3,182.50		501			All shook up ticket sakes
19/05/2023	RBS Autopay	BACS	12.67			4051	101	12.67	Bank charges
23/05/2023	The Leaflet Team	Correction	-0.50	-0.50		501			P/Ledger Electronic Payment
23/05/2023	EE Ltd	dd	170.58	170.58		501			01287871150/15658/charg
24/05/2023	AA Insurance	DD	81.14			9999		81.14	Disputed transaction
25/05/2023	Prism Solutions	DD	1,855.60	1,855.60		501			177178/15717/IT Support
26/05/2023	BACS P/L Pymnt Page 3212	BACS Pymnt	27,117.97	27,117.97		501			BACS P/L Pymnt Page 3212
30/05/2023	CTC	008989	138.00			210		138.00	Petty Cash
30/05/2023	RBS Credit Card	dd	885.72			212		885.72	Credit card balance payoff
31/05/2023	Citron Hygiene UK Ltd	Correct	142.48	142.48		501			P/Ledger Electronic Payment
31/05/2023	Citron Hygiene UK Ltd	Correct	-142.48	-142.48		501			P/Ledger Electronic Payment
31/05/2023	Citron Hygiene UK Ltd	CorrectB	-142.48	-142.48		501			P/Ledger Electronic Payment
<b>Total Payments for Month</b>			155,141.60	67,283.84	0.00			87,857.76	
<b>Balance Carried Fwd</b>			200,451.03						
<b>Cashbook Totals</b>			355,592.63	67,283.84	0.00			288,308.79	

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy																										
<b>MEETING DATE AND TIME</b>	7.00pm 20 <sup>th</sup> July 2023	<b>LOCATION</b>	Congleton Town Hall																								
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer (RFO)																										
<b>AGENDA ITEM REPORT TITLE</b>	<b>12 Savings Account Balances/Investments Update</b>																										
<b>Background</b>	To inform the Finance and Policy Committee with the location and balances of the Council’s savings and investments.																										
<b>Updates</b>	<p><u>Congleton Town Council – Savings account balances</u></p> <p><u>Balances as at year ending 31<sup>st</sup> March 2023.</u></p> <table border="1"> <tr> <td>Business Reserve Account</td> <td>£</td> <td>263,694.56</td> </tr> <tr> <td>Cambridge and Counties 1 year fixed deposit (C&amp;C)</td> <td>£</td> <td>250,000.00</td> </tr> <tr> <td>CCLA Deposit (Sweeper Account)</td> <td>£</td> <td>350,100.00</td> </tr> <tr> <td><b><u>Total</u></b></td> <td><b>£</b></td> <td><b><u>863,794.56</u></b></td> </tr> </table> <p><u>Balances as at 31<sup>st</sup> May 2023</u></p> <table border="1"> <tr> <td>Business Reserve Account</td> <td>£</td> <td>234,106.65</td> </tr> <tr> <td>Cambridge and Counties 1 year fixed deposit (C&amp;C)</td> <td>£</td> <td>250,000.00</td> </tr> <tr> <td>CCLA Deposit (Sweeper Account)</td> <td>£</td> <td>600,100.00</td> </tr> <tr> <td><b><u>Total</u></b></td> <td><b>£</b></td> <td><b><u>1,084,206.65</u></b></td> </tr> </table> <p><b><u>Investment Update</u></b>  On receipt of the first Precept instalment, £250,000 was transferred to CCLA on 28<sup>th</sup> April 2023 in accordance with our Investment Policy &amp; Strategy.</p> <p><u>Current interest rates:</u>  RBS:1.15% (Budgeted % was 0.3%)  CCLA: 4.4486% (As at 31<sup>st</sup> May 2023) (Budgeted % was 1.5%)  C&amp;C (1 Year Locked in): 3.8% (Budgeted % was 3.3%)</p> <p>Budgeted Interest to receive during 2023-2024 is £14,000, to date we have received £2,770. (At 31<sup>st</sup> May 2023)</p>			Business Reserve Account	£	263,694.56	Cambridge and Counties 1 year fixed deposit (C&C)	£	250,000.00	CCLA Deposit (Sweeper Account)	£	350,100.00	<b><u>Total</u></b>	<b>£</b>	<b><u>863,794.56</u></b>	Business Reserve Account	£	234,106.65	Cambridge and Counties 1 year fixed deposit (C&C)	£	250,000.00	CCLA Deposit (Sweeper Account)	£	600,100.00	<b><u>Total</u></b>	<b>£</b>	<b><u>1,084,206.65</u></b>
Business Reserve Account	£	263,694.56																									
Cambridge and Counties 1 year fixed deposit (C&C)	£	250,000.00																									
CCLA Deposit (Sweeper Account)	£	350,100.00																									
<b><u>Total</u></b>	<b>£</b>	<b><u>863,794.56</u></b>																									
Business Reserve Account	£	234,106.65																									
Cambridge and Counties 1 year fixed deposit (C&C)	£	250,000.00																									
CCLA Deposit (Sweeper Account)	£	600,100.00																									
<b><u>Total</u></b>	<b>£</b>	<b><u>1,084,206.65</u></b>																									
<b>Decision Requested</b>	To receive the Savings Accounts balances to 31 <sup>st</sup> March 2023 and 31 <sup>st</sup> May 2023.																										

## List of Payments made between 01/02/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2023	Prism Solutions	DD	115.21		68707/15353/Call charges
03/02/2023	BACS P/L Pymnt Page 3127	BACS Pymnt	2,700.55		BACS P/L Pymnt Page 3127
03/02/2023	CCLA	BACS	100,000.00		Transfer
10/02/2023	BACS P/L Pymnt Page 3131	BACS Pymnt	9,260.00		BACS P/L Pymnt Page 3131
10/02/2023	HMRC	DD	3,946.71		E VAT
14/02/2023		BACS	1,000.00		First floor grant
14/02/2023	Friends for Leisure	BACS	1,000.00		First floor grant
14/02/2023	Parish of Congleton	BACS	264.00		GR15/2223
14/02/2023	Green Tree House	BACS	500.00		Donation
15/02/2023	Bankline	BACS	83.80		Bank Charges
17/02/2023	West Mercia Energy	dd	3,123.35		11308863/15213/Cenotaph electr
17/02/2023	CTC	BACS	81,374.11		Feb payroll
17/02/2023	Halo Hair	BACS	43.80		xmas electric
17/02/2023	Hamriding	BACS	5.94		xmas electric
17/02/2023	Cygnets Club	BACS	43.80		xmas electric
17/02/2023	Old Saw Mill	BACS	750.00		GR12/2223
21/02/2023	RBS Autopay	BACS	12.98		Charges
23/02/2023	EE Ltd	23022023	189.05		01287772776/15274/call charges
24/02/2023	The Green Tree House	BACS	750.00		Grant Award FAP43/2223
27/02/2023	Prism Solutions	DD	1,814.62		171760/15340/IT Support
28/02/2023	BACS P/L Pymnt Page 3135	BACS Pymnt	27,050.31		BACS P/L Pymnt Page 3135
28/02/2023	PTSG Electrical Services Ltd	BACS	845.00		ESP intall
28/02/2023	RBS Credit Card	DD FEB23	717.31		DD Payment
01/03/2023	Prism Solutions	dd	114.91		68830/15354/call charges
03/03/2023	BACS P/L Pymnt Page 3146	BACS Pymnt	8,519.05		BACS P/L Pymnt Page 3146
06/03/2023	Mayors Acc 1	BACS	1,446.64		High tea costs transfer
08/03/2023	Pitney Bowes Finance Ltd	DD	72.00		BL06437710/15441/franking mach
10/03/2023	BACS P/L Pymnt Page 3154	BACS Pymnt	4,277.87		BACS P/L Pymnt Page 3154
10/03/2023	Congleton Harriers	BACS	425.00		Grant GR13/2223
10/03/2023	Mayor's account 1	BACS	178.16		High Tea printing
13/03/2023	British Telecom	Dd	45.47		QO91M8/15327/business line
13/03/2023	Purchase Power	dD	158.00		BJ794793/15339/postage
13/03/2023	Our Gang	008985	750.00		GR07/2223
15/03/2023	Bankline	BACS	80.60		charges
16/03/2023	West Mercia Energy	dd	7,984.20		11317417/15319/T H electric
17/03/2023	BACS P/L Pymnt Page 3158	BACS Pymnt	8,277.71		BACS P/L Pymnt Page 3158
17/03/2023	Cong Town Mayors	BACS	193.36		raffle tickets - CIC
17/03/2023	CTC	BACS	79,409.11		March Payroll
17/03/2023	BACS P/L Pymnt Page 3176	BACS Pymnt	450.00		BACS P/L Pymnt Page 3176
21/03/2023	RBS Autopay	BACS	11.88		Bank charges
23/03/2023	FMG Repair Services	552916	374.21		Insurance claim MA18EEP
23/03/2023	CTC	008986	123.17		Petty Cash
24/03/2023	BACS P/L Pymnt Page 3162	BACS Pymnt	17,073.30		BACS P/L Pymnt Page 3162

## List of Payments made between 01/02/2023 and 31/03/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/03/2023	██████████	BACS	297.00		Deposit return
24/03/2023	William Dean Trust	BACS	1,000.00		Return of incorrect payment
24/03/2023	EE Ltd	dd	169.80		01287805816/15481/call charges
27/03/2023	Prism Solutions	dd	1,855.60		173310/15480/IT Support
28/03/2023	RBS Credit Card	DD	213.84		Credit card balance payoff
31/03/2023	BACS P/L Pymnt Page 3171	BACS Pymnt	9,072.01		BACS P/L Pymnt Page 3171
31/03/2023	Congleton Heritage	BACS	500.00		Grant GR05/2223
31/03/2023	Congleton Rainbows	BACS	440.00		Grant GR19/2223
31/03/2023	Congleton West Rangers	BACS	750.00		Grant GR18/2223
31/03/2023	PWLC	BACS	10,888.84		Loan repayment
31/03/2023	BACS P/L Pymnt Page 3179	BACS Pymnt	557.32		BACS P/L Pymnt Page 3179

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<b>Total Payments</b>	<u>391,299.59</u>
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**Congleton Town Council**

**Payments Listing for 1st February 2023 to 31st March 2023**

**Breakdown 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>	<u>Total Invoices paid</u>
03/02/2023	3127	23/01/2023	Alpha Omega Securities Ltd	£ 146.66		Door security for bookings	1
03/02/2023	3127	31/01/2023	Bomford Office Products	£ 252.91		Stationary	2
03/02/2023	3127	18/01/2023	Cavern Protective Clothing	£ 100.80		PPE supplies	1
03/02/2023	3127	16/12/2022	Chains & Lifting Tackle (Midlands) Ltd	£ 105.60		Body harness	1
03/02/2023	3127	31/01/2023	Heads Congleton Limited	£ 9.60		CIC Chronicle sales	1
03/02/2023	3127	27/01/2023	Congleton High School	£ 88.00		Printing/Design services	1
03/02/2023	3127	29/01/2023	DC Assist Ltd	£ 201.75		Cleaning services	1
03/02/2023	3127	17/01/2023	Prism Solutions	£ 128.40		ICT services	1
03/02/2023	3127	25/01/2023	Screwfix	£ 64.99		Sundry/Recharge purchases	1
03/02/2023	3127	30/01/2023	Sharrocks	£ 581.00		Parts for mowers	2
03/02/2023	3127	27/01/2023	Shred-It Ltd	£ 163.01		Shredding services	1
03/02/2023	3127	30/01/2023	Spiral Colour	£ 86.40		Lettering	1
03/02/2023	3127	31/01/2023	Thomson Planning Partnership Ltd	£ 256.60		NDPlan services	1
03/02/2023	3127	25/01/2023	Threadfast Engineers 1984 Ltd	£ 44.10		Sundry/Tool purchases	1
03/02/2023	3127	26/01/2023	Toolstation	£ 83.59		Tools	1
03/02/2023	3127	22/01/2023	UK Fuels Ltd	£ 261.64		Fuel for vehicles	1
03/02/2023	3127	26/01/2023	Waterlogic	£ 125.50		Water services	1
			<b>TOTAL</b>		<b>£ 2,700.55</b>		
10/02/2023	3131	30/01/2023	Alpha Omega Securities Ltd	£ 293.33		Door security for bookings	1
10/02/2023	3131	23/01/2023	Arch Publication	£ 84.00		Advert	1
10/02/2023	3131	31/01/2023	Buxton Opera House	£ 9.28		3rd Party tickets	1
10/02/2023	3131	31/01/2023	Cat Social Media	£ 105.00		Partnership social media	1
10/02/2023	3131	24/01/2023	City Plumbing Supplies Holdings Ltd	£ 74.52		Lagging	1
10/02/2023	3131	31/01/2023	Daneside Theatre	£ 247.00		3rd Party tickets	1
10/02/2023	3131	09/11/2022	The English Coach	£ 100.00		Ukraine workshop	1
10/02/2023	3131	25/11/2022	Hofton Entertainment	£ 150.00		Christmas event	1
10/02/2023	3131	26/01/2023	Jepson & Co Ltd	£ 20.44		CIC 3rd Party sales	1
10/02/2023	3131	24/01/2023	KG Loach	£ 101.64		Compost & Tree ties	2
10/02/2023	3131	31/01/2023	New Vic Theatre	£ 347.62		3rd Party tickets	1
10/02/2023	3131	30/01/2023	Screwfix	£ 11.49		Sundry repair purchases	1
10/02/2023	3131	31/01/2023	St John's Community Centre	£ 82.00		Luncheon Club	1
10/02/2023	3131	27/01/2023	Sutcliffe Play Ltd	£ 6,673.68		Partnership Project: Inclusive roundabout	1
10/02/2023	3131	31/01/2023	Wright	£ 960.00		Partnership project: Volunteer	1
			<b>TOTAL</b>		<b>£ 9,260.00</b>		
28/02/2023	3135	26/01/2023	Alpha and Street Legal Tyres	£ 18.00		Puncture repair	1
28/02/2023	3135	18/02/2023	ATG London Ltd	£ 582.37		3rd Party ticket sales	4
28/02/2023	3135	14/02/2023	Auditing Solutions Ltd	£ 576.00		Second interim audit	1
28/02/2023	3135	06/02/2023	Ruth Benson Landscape Planning & Design	£ 960.00		Professional services	1
28/02/2023	3135	08/02/2023	Bromley Farm Community Development Tru	£ 18.95		Replace toys after loan	1
28/02/2023	3135	15/02/2023	Cat Social Media	£ 186.98		NDP plan costs	1
28/02/2023	3135	11/02/2023	Cheshire Elite Laundry	£ 15.30		Modesty cloths	1
28/02/2023	3135	15/02/2023	Congleton High School	£ 15.00		Easter Posters	1
28/02/2023	3135	03/02/2023	Chubb Fire & Security	£ 317.52		Annual contract	1
28/02/2023	3135	09/02/2023	Cope	£ 9.28		CIC 3rd Party sales	1
28/02/2023	3135	16/02/2023	Cosebelle	£ 12.80		CIC 3rd Party sales	1
28/02/2023	3135	08/02/2023	Cutler Cleaning Supplies Ltd	£ 43.20		Cleaning suppliers	1
28/02/2023	3135	08/02/2023	Cutler Cleaning Supplies Ltd	£ 57.60		Cleaning suppliers	1
28/02/2023	3135	14/02/2023	Cutler Cleaning Supplies Ltd	£ 468.00		Cleaning suppliers	1
28/02/2023	3135	16/02/2023	Cutler Cleaning Supplies Ltd	£ 2,770.20		Floor scrubber	1
28/02/2023	3135	01/02/2023	Dawsongroup Sweepers Ltd	£ 3,180.72		Sweeper hire	1
28/02/2023	3135	20/02/2023	Eaton Bank Academy	£ 216.60		3rd Party ticket sales	1
28/02/2023	3135	02/02/2023	Adam Francis Architectural Illustrator	£ 3.20		CIC 3rd Party sales	1
28/02/2023	3135	10/02/2023	Franklyn Financial Management	£ 16.77		CIC 3rd Party sales	2
28/02/2023	3135	01/02/2023	Full Media Ltd	£ 28.75		CIC 3rd Party sales	1
28/02/2023	3135	16/02/2023	Full Colour Printing Group (UK) Ltd	£ 2,510.00		Bear Necessities	1
28/02/2023	3135	02/02/2023	Harris	£ 32.00		CIC 3rd Party sales	1
28/02/2023	3135	08/02/2023	Hayman Mechanical Services Ltd	£ 2,395.56		Gutter repairs	1
28/02/2023	3135	13/02/2023	K G Loach	£ 47.88		Forks	1
28/02/2023	3135	20/02/2023	Landscape Supply Company	£ 270.83		PPE supplies	2
28/02/2023	3135	07/02/2023	RA & L Lomas Fundraising Account	£ 315.90		3rd Party ticket sales	1
28/02/2023	3135	14/02/2023	Lomond Books Ltd	£ 121.00		Book sales CIC	1
28/02/2023	3135	13/02/2023	MAC Tool & Plant Hire Ltd	£ 90.00		Cutter repair	1
28/02/2023	3135	10/02/2023	A P Mathews Nurseries Ltd	£ 882.84		Trees for Congleton	1
28/02/2023	3135	20/02/2023	Maxigiene Environmental Services Ltd	£ 108.00		Legionella testing	1
28/02/2023	3135	01/02/2023	Mayer	£ 42.80		CIC 3rd Party sales	1
28/02/2023	3135	05/02/2023	Congleton Museum	£ 13.00		CIC 3rd Party sales	1
28/02/2023	3135	30/11/2022	New Vic Theatre	£ 420.87		3rd Party ticket sales	1
28/02/2023	3135	22/02/2023	Northwest In Bloom	£ 295.00		Entry fees 2023	2
28/02/2023	3135	31/01/2023	The Old Saw Mill	£ 860.00		Luncheon Club	1
28/02/2023	3135	14/02/2023	Congleton Players	£ 2,319.90		3rd Party ticket sales	1
28/02/2023	3135	03/02/2023	Poppy Mae	£ 64.40		CIC 3rd Party sales	1
28/02/2023	3135	01/02/2023	Screwfix	£ 6.49		Sundry repair items/tools	1
28/02/2023	3135	14/02/2023	SJS Building Supplies Ltd	£ 40.08		Recharge S/S work	1
28/02/2023	3135	09/02/2023	Mike Tingle Educational Consultant	£ 12.50		Book sales CIC	1
28/02/2023	3135	20/02/2023	TMC Creative Ltd	£ 934.50		Web hosting & E Learning	2
28/02/2023	3135	01/02/2023	Toolstation Ltd	£ 40.81		Sundry repair items/tools	3

28/02/2023	3135	17/02/2023	Tudor Environmental Ltd	£	496.08	PPE supplies	3
28/02/2023	3135	14/02/2023	U3A Congleton	£	104.50	3rd Party ticket sales	1
28/02/2023	3135	12/02/2023	UK Fuels	£	1,334.46	Fuel for vehicles	3
28/02/2023	3135	16/02/2023	Waterlogic GB Ltd	£	179.50	Town Hal water	1
28/02/2023	3135	17/02/2023	Waterplus	£	98.34	Paddling Pool water rates	1
28/02/2023	3135	06/02/2023	West Wallasey Contract Hire	£	3,427.85	Vehicle leasing	1
28/02/2023	3135	24/01/2023	Wharf Plumbing & Heating Supplies Ltd	£	28.80	Pipe lagging	1
28/02/2023	3135	10/02/2023	Whitehursts Agricultural & Building	£	59.18	Trees for Congleton	1
		<b>TOTAL</b>			<b>£ 27,050.31</b>		
03/03/2023	3146	01/02/2023	Biddulph Town Council	£	28.50	3rd Party ticket sales	1
03/03/2023	3146	27/02/2023	Bomford Office Supplies	£	297.85	Stationery	2
03/03/2023	3146	08/02/2023	Eric Charlesworth (Electrical)	£	907.20	TH Heater repairs	1
03/03/2023	3146	28/02/2023	Heads Congleton Limited	£	10.40	CIC 3rd Party sales	1
03/03/2023	3146	28/02/2023	Dawsongroup Sweepers Ltd	£	351.45	Sweeper brushes	1
03/03/2023	3146	25/02/2023	DC Assist Ltd	£	807.00	Cleaning services	1
03/03/2023	3146	01/02/2023	Discos for Mental Health	£	470.25	3rd Party ticket sales	1
03/03/2023	3146	22/02/2023	Green Contract Services Ltd	£	558.00	Flt tip removal	1
03/03/2023	3146	25/02/2023	Stephen M Jones	£	200.00	Professional services	1
03/03/2023	3146	05/01/2023	K G Loach	£	167.40	Trees for Congleton	1
03/03/2023	3146	28/02/2023	Landscape Supply Company	£	54.54	Horticultural supplies	1
03/03/2023	3146	23/09/2022	Lighthouse UK Ltd	£	431.99	CIC Stock to sell	1
03/03/2023	3146	23/02/2023	Lomond Books Ltd	£	20.28	Book sales CIC	1
03/03/2023	3146	21/02/2023	Oakwood Books	£	69.18	Maps to sell CIC	1
03/03/2023	3146	24/02/2023	Pear technology Services Ltd	£	180.00	Asset Manager Annual subscription	1
03/03/2023	3146	27/02/2023	Congleton Rotary Club	£	118.75	3rd Party ticket sales	1
03/03/2023	3146	28/02/2023	RW Pugh Ltd	£	1,027.80	Mower Service	1
03/03/2023	3146	28/02/2023	RW Pugh Ltd	£	655.80	Mower Service	1
03/03/2023	3146	01/02/2023	SAS Refrigeration	£	72.00	Dishwasher repair	1
03/03/2023	3146	24/02/2023	Shred-It Ltd	£	161.02	Shredding services	1
03/03/2023	3146	25/02/2023	St John's Community Centre	£	388.00	Luncheon Club	1
03/03/2023	3146	23/02/2023	Threadfast Engineers 1984 Ltd	£	49.03	Sundry repair items/tools	1
03/03/2023	3146	19/02/2023	UK Fuels	£	383.10	Fuel for vehicles	1
03/03/2023	3146	28/02/2023	Water Plus	£	1,095.11	Town Hall Water rates	1
03/03/2023	3146	31/01/2023	Whitehursts Agricultural & Building	£	14.40	Trees for Congleton	1
		<b>TOTAL</b>			<b>£ 8,519.05</b>		
10/03/2023	3154	01/03/2023	Canda Copying Ltd	£	408.78	Photocopying costs	2
10/03/2023	3154	01/03/2023	Dawsongroup Sweepers Ltd	£	3,180.72	Sweeper hire	1
10/03/2023	3154	01/03/2023	Adam Francis Architectural Illustrator	£	6.40	CIC 3rd Party Sales	1
10/03/2023	3154	01/03/2023	The Leaflet Team	£	637.00	Delivery of Bear Necessities	1
10/03/2023	3154	01/03/2023	Screwfix	£	44.97	Sundry repair items/tools	1
		<b>TOTAL</b>			<b>£ 4,277.87</b>		
17/03/2023	3158	04/03/2023	ATG London Ltd	£	163.43	3rd Party ticket sales	2
17/03/2023	3158	06/03/2023	Beartown Soul Promotions	£	1,539.00	3rd Party ticket sales	1
17/03/2023	3158	06/03/2023	Bees for Us	£	100.80	CIC stock to sell	1
17/03/2023	3158	07/03/2023	Daneside Theatre	£	574.75	3rd Party ticket sales	1
17/03/2023	3158	07/03/2023	Daneside Theatre	£	479.75	3rd Party ticket sales	1
17/03/2023	3158	05/03/2023	DC Assist Ltd	£	201.75	Cleaning services	1
17/03/2023	3158	07/03/2023	Elizabeth's Group	£	50.00	Event activity	1
17/03/2023	3158	28/02/2023	Green Contract Services Ltd	£	180.00	Fly tipping removal	1
17/03/2023	3158	03/02/2023	Handy Cabin	£	37.40	Sundry repair items/tools	1
17/03/2023	3158	06/03/2023	Kems	£	184.78	3rd Party ticket sales	1
17/03/2023	3158	08/03/2023	MAC Tool & Plant Hire Ltd	£	433.20	Digger hire	1
17/03/2023	3158	03/03/2023	Congleton Museum	£	13.20	CIC stock to sell	1
17/03/2023	3158	28/02/2023	New Vic Theatre	£	140.14	3rd Party ticket sales	1
17/03/2023	3158	03/03/2023	Poppy Mae	£	71.20	CIC 3rd Party Sales	1
17/03/2023	3158	24/01/2023	Screwfix	£	61.16	Sundry repair items/tools	4
17/03/2023	3158	05/03/2023	UK Fuels	£	613.98	Fuel for vehicles	3
17/03/2023	3158	02/03/2023	Water Plus	£	5.32	Water rates	1
17/03/2023	3158	07/03/2023	West Wallasey Contract Hire	£	3,427.85	Vehicle hire	1
		<b>TOTAL</b>			<b>£ 8,277.71</b>		
17/03/2023	3176	10/03/2023	Smile Training	£	450.00	First Aid training	1
		<b>TOTAL</b>			<b>£ 450.00</b>		
24/03/2023	3162	11/03/2023	ATG London Ltd	£	135.38	3rd Party Ticket sales	1
24/03/2023	3162	16/03/2023	Heads Congleton Limited	£	243.60	Job Advert/Wedding Fayre Advert	2
24/03/2023	3162	21/03/2023	Congleton High School	£	109.00	Easter fliers & posters	2
24/03/2023	3162	15/03/2023	Chubb Fire & Security Ltd	£	243.62	Annual maintenance	1
24/03/2023	3162	17/03/2023	Cutler Cleaning Supplies Ltd	£	287.96	Cleaning supplies	4
24/03/2023	3162	17/03/2023	Cutler Cleaning Supplies Ltd	£	889.74	Cleaning supplies	1
24/03/2023	3162	10/03/2023	Daneside Theatre	£	584.25	3rd Party Ticket sales	1
24/03/2023	3162	19/03/2023	DC Assist Ltd	£	403.50	Cleaning Services	2
24/03/2023	3162	13/03/2023	Andrew Deptford	£	1,914.00	Partnership: Defib	1
24/03/2023	3162	06/03/2023	Harper Collins Publishers	£	103.94	Book sales CIC	1
24/03/2023	3162	13/03/2023	Kano Design Studio Ltd	£	600.00	Partnership Funding	1
24/03/2023	3162	13/03/2023	Landscape Supply Company	£	82.62	PPE supplies	1
24/03/2023	3162	12/03/2023	Little Bun Designs UK	£	19.00	CIC 3rd Party Sales	1
24/03/2023	3162	10/03/2023	Lomond Books Ltd	£	129.43	Book sales CIC	1
24/03/2023	3162	13/02/2023	MAC Tool & Plant Hire Ltd	£	269.21	Hedge cutter repairs	1
24/03/2023	3162	10/03/2023	Congleton Museum	£	47.50	Book sales CIC	1
24/03/2023	3162	03/03/2023	Pitney Bowes Ltd	£	12.71	Franking machine costs	1



24/03/2023	3162	13/03/2023	Screwfix	£	60.66	Sundry repair items/tools	2
24/03/2023	3162	21/03/2023	Sharrocks	£	38.52	Strimmer heads	1
24/03/2023	3162	13/03/2023	Spiral Colour	£	86.40	Banner	1
24/03/2023	3162	23/02/2023	Sutcliffe Play Ltd	£	10,102.58	Partnership: Inclusive roundabout	1
24/03/2023	3162	17/03/2023	Mike Tingle Educational Consultant	£	25.00	Book sales CIC	1
24/03/2023	3162	12/03/2023	UK Fuels	£	559.19	Fuel for vehicles	1
24/03/2023	3162	15/03/2023	Waterlogic GB Ltd	£	125.49	Town Hall water	1
			<b>TOTAL</b>				
					<b>£ 17,073.30</b>		

31/03/2023	3171	23/03/2023	Arch Publications Ltd	£	84.00	Advert	1
31/03/2023	3171	25/03/2023	ATG London Ltd	£	127.82	3rd Party ticket sales	1
31/03/2023	3171	28/03/2023	Biddulph Male Voice Choir	£	9.50	3rd Party ticket sales	1
31/03/2023	3171	28/03/2023	Biddulph Town Council	£	28.50	3rd Party ticket sales	1
31/03/2023	3171	24/03/2023	Bito Storage Systems Ltd	£	526.80	Platform trolley	1
31/03/2023	3171	22/03/2023	Bomford Office Supplies Ltd	£	152.54	Stationery	1
31/03/2023	3171	29/03/2023	Congleton High School	£	60.00	Design work	1
31/03/2023	3171	23/03/2023	Cutler Cleaning Supplies Ltd	£	25.20	Cleaning supplies	1
31/03/2023	3171	28/03/2023	Congleton Youth Orchestra	£	160.55	3rd Party ticket sales	1
31/03/2023	3171	23/03/2023	Daneside Theatre	£	218.50	3rd Party ticket sales	1
31/03/2023	3171	21/03/2023	Dawsongroup Sweepers Ltd	£	880.40	Sweeper repairs	1
31/03/2023	3171	22/02/2023	Kentra Training Ltd	£	2,010.00	Excavator training	1
31/03/2023	3171	21/03/2023	KG Loach	£	409.38	Horticultural supplies	1
31/03/2023	3171	01/03/2023	Kittey's Cottage	£	12.00	CIC 3rd Party Sales	1
31/03/2023	3171	27/03/2023	Landscape Supply Company	£	185.72	PPE supplies	1
31/03/2023	3171	25/03/2023	Marks Events Ltd	£	999.24	Catering supplies	7
31/03/2023	3171	28/02/2023	The Old Saw Mill	£	960.00	Luncheon Club	1
31/03/2023	3171	31/03/2023	The Old Saw Mill	£	960.00	Luncheon Club	1
31/03/2023	3171	13/02/2023	The Parish of Congleton	£	612.00	Room Hire: Ukraine Support	1
31/03/2023	3171	27/03/2023	Screwfix	£	87.82	Sundry repair items/tools	2
31/03/2023	3171	24/03/2023	Shred-It Ltd	£	160.34	Shredding services	1
31/03/2023	3171	19/03/2023	UK Fuels	£	401.70	Fuel for vehicles	1
			<b>TOTAL</b>				
					<b>£ 9,072.01</b>		

31/03/2023	3179	24/03/2023	DJM Nurseries	£	319.00	Trees for Congleton	1
31/03/2023	3180	24/03/2023	AP Matthews Nurseries Ltd	£	238.32	Trees for Congleton	1
			<b>TOTAL</b>				
					<b>£ 557.32</b>		

**CREDIT CARD**

02/02/2023			Amazon	£	35.95	Wrapping	1
02/02/2023			Zoom	£	55.84	Zoom rooms subscription	1
02/02/2023			Direct Water Tanks	£	13.98	Stihl attachment	1
02/02/2023			Machine Mart Ltd	£	89.97	Water Pump	1
02/02/2023			Royal Mail	£	211.90	Stamps for stock & office	1
02/02/2023			Zoom	-£	127.32	Zoom rooms refund	1
02/02/2023			LB Waste Management	£	378.00	Skip Hire	1
02/02/2023			Amazon	£	58.99	Storage boxes	1
02/02/2023			Zoom	£	119.90	Annual subscription	1
02/02/2023			Argos	£	93.94	Wi-fi dongle	1
			<b>TOTAL</b>				
					<b>£ 931.15</b>		

## List of Payments made between 01/04/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2023	Cheshire East Council	DD	2,495.00		T Hall Business Rates
03/04/2023	Quartix Ltd	dd	550.44		Tracker charges
03/04/2023	Prism Solutions	Dd	114.37		68949/15615/call charges
11/04/2023	██████████	BACS	150.00		GR20/2223
13/04/2023	West Mercia Energy	dd	2,317.23		11326694/15440/cenotaph electr
17/04/2023	RBS Autopay	BACS	88.10		bank charges
18/04/2023	CTC	BACS	79,529.00		PAYroll
21/04/2023	BACS P/L Pymnt Page 3203	BACS Pymnt	3,134.72		BACS P/L Pymnt Page 3203
21/04/2023	Bankline	BACS	15.28		Bank charges
21/04/2023	BACS P/L Pymnt Page 3204	BACS Pymnt	3,304.87		BACS P/L Pymnt Page 3204
21/04/2023	West Mercia Energy	dd	2,224.44		11334332/15438/kitchen gas
24/04/2023	EE Ltd	DD	169.80		01287838442/15554/calls
25/04/2023	BACS P/L Pymnt Page 3181	BACS Pymnt	22,945.31		BACS P/L Pymnt Page 3181
25/04/2023	Prism Solutions	dd	1,855.60		174867/15559/IT Support
26/04/2023	BACS P/L Pymnt Page 3189	BACS Pymnt	11,557.09		BACS P/L Pymnt Page 3189
26/04/2023	The Leaflet Team	Correction	-0.50		P/Ledger Electronic Payment
28/04/2023	██████████	BACS	84.75		Civic expenses
28/04/2023	CCLA	BACS	25,000.00		Transfer
28/04/2023	RBS Credit Card	DD	237.37		Credit card balance payoff
28/04/2023	CCLA	BACS	225,000.00		Transfer
30/04/2023	BACS P/L Pymnt Page 3194	BACS Pymnt	14,006.85		BACS P/L Pymnt Page 3194
02/05/2023	Cheshire East Council	DD	2,495.00		Town Hall Rates
02/05/2023	Prism Solutions	dd	115.26		69085/15616/call charges
05/05/2023	██████████	BACS	235.65		Refund of duplicate deposit
10/05/2023	CTC	008988	150.79		Petty cash
12/05/2023	ICO	DD	35.00		Data protection fee
15/05/2023	Bankline	BACS	69.95		Bank Charges
16/05/2023	BACS P/L Pymnt Page 3206	BACS Pymnt	18,522.90		BACS P/L Pymnt Page 3206
16/05/2023	Serenity	BACS	796.00		First Floor Grant
16/05/2023	Trinity Operatic	BACS	1,740.00		GR06/2223
18/05/2023	BACS P/L Pymnt Page 3209	BACS Pymnt	7,786.58		BACS P/L Pymnt Page 3209
18/05/2023	CTC	BACS	81,217.84		May Payroll
18/05/2023	West Mercia Energy	dd	2,455.16		11345179/15574/P Pool electric
19/05/2023	Trinity Amateur Operatic Socie	BACS	3,182.50		All shook up ticket sakes
19/05/2023	RBS Autopay	BACS	12.67		Bank charges
23/05/2023	The Leaflet Team	Correction	-0.50		P/Ledger Electronic Payment
23/05/2023	EE Ltd	dd	170.58		01287871150/15658/charges
24/05/2023	AA Insurance	DD	81.14		Disputed transaction
25/05/2023	Prism Solutions	DD	1,855.60		177178/15717/IT Support
26/05/2023	BACS P/L Pymnt Page 3212	BACS Pymnt	27,117.97		BACS P/L Pymnt Page 3212
30/05/2023	CTC	008989	138.00		Petty Cash
30/05/2023	RBS Credit Card	dd	885.72		Credit card balance payoff
31/05/2023	Citron Hygiene UK Ltd	Correct	142.48		P/Ledger Electronic Payment

List of Payments made between 01/04/2023 and 31/05/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2023	Citron Hygiene UK Ltd	Correct	-142.48		P/Ledger Electronic Payment
31/05/2023	Citron Hygiene UK Ltd	CorrectB	-142.48		P/Ledger Electronic Payment
Total Payments			<u>543,701.05</u>		

**Congleton Town Council**  
**Payments Listing for 1st April to 31st May 2023**  
**Breakdown 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>	<u>Total Invoices paid</u>
21/04/2023	3203	22/12/2022	Johnson Training Ltd	£ 1,992.00		Pool training	1
21/04/2023	3203	02/09/2022	Otis Ltd	£ 571.36		Lift Service TH	1
21/04/2023	3203	23/03/2023	Otis Ltd	£ 571.36		Lift Service TH	1
			<b>TOTAL</b>		<b>£ 3,134.72</b>		
21/04/2023	3204	01/04/2023	CHALC	£ 1,510.87		Annual subscription	1
21/04/2023	3204	04/04/2023	Andrew Defptfprd	£ 1,794.00		Defib- Partnership	1
			<b>TOTAL</b>		<b>£ 3,304.87</b>		
25/04/2023	3181	31/03/2023	AD Profile	£ 300.00		Event leaflets	1
25/04/2023	3181	10/04/2023	Alpha Omega Securities Ltd	£ 322.13		Security for event- recharged	1
25/04/2023	3181	11/04/2023	Alpha and Street Legal Tyres Ltd	£ 146.40		Tyre & tracking	1
25/04/2023	3181	29/03/2023	Ansa Environmental Services	£ 663.47		Waste collections	1
25/04/2023	3181	01/04/2023	ATG London Ltd	£ 209.52		3rd Party ticket sales	1
25/04/2023	3181	17/04/2023	Belmont Fabrication (Congleton) Ltd	£ 456.00		New signage	1
25/04/2023	3181	19/04/2023	Bomford Office Supplies Ltd	£ 60.13		Stationery	2
25/04/2023	3181	14/04/2023	Boston Seeds	£ 325.99		Seeds	1
25/04/2023	3181	02/04/2023	Car Social Media	£ 197.12		Social Media- Partnership	1
25/04/2023	3181	03/04/2023	Centre Stage Youth Theatre Co	£ 3,548.73		3rd Party ticket sales	1
25/04/2023	3181	03/04/2023	Congleton Choral Society	£ 421.80		3rd Party ticket sales	1
25/04/2023	3181	06/04/2023	Heads Congleton Ltd	£ 163.20		Advert/Chronicle sales	2
25/04/2023	3181	04/04/2023	Chubb Fire & Security Ltd	£ 253.76		Alarm call out & repair	1
25/04/2023	3181	03/04/2023	Cope	£ 11.84		CIC- 3rd party sales	1
25/04/2023	3181	14/04/2023	Cutler Cleaning Services Ltd	£ 344.00		Cleaning supplies	2
25/04/2023	3181	13/04/2023	Danesaide Theatre	£ 275.50		3rd Party ticket sales	1
25/04/2023	3181	31/03/2023	Dawsongroup Sweepers Ltd	£ 1,996.29		Reapirs to sweeper	1
25/04/2023	3181	01/04/2023	Dawsongroup Sweepers Ltd	£ 3,180.72		Sweeper lease	1
25/04/2023	3181	12/04/2023	DC Assost Ltd	£ 376.95		Cleaning services	2
25/04/2023	3181	05/04/2023	Deane	£ 8.00		CIC- 3rd party sales	1
25/04/2023	3181	03/04/2023	Adam Francis Architectural Illustrator	£ 19.20		CIC- 3rd party sales	1
25/04/2023	3181	30/03/2023	Full Media Ltd	£ 9.58		CIC- 3rd party sales	1
25/04/2023	3181	31/03/2023	Green Contract Services Ltd	£ 1,458.00		Fly tip collection	1
25/04/2023	3181	31/03/2023	Green Contract Services Ltd	£ 216.00		Fly tip collection	1
25/04/2023	3181	14/04/2023	Harris	£ 4.00		CIC- 3rd party sales	1
25/04/2023	3181	09/04/2023	Congleton Jazz and Blues Festival	£ 333.45		3rd Party ticket sales	1
25/04/2023	3181	09/04/2023	Congleton Jazz and Blues Festival	£ 28.50		CIC- 3rd party sales	1
25/04/2023	3181	30/03/2023	Jewson Limited	£ 363.20		Sundry repair/tool items	4
25/04/2023	3181	26/03/2023	KG Loach	£ 198.00		Dutch wall project planting/sundry horticultural	2
25/04/2023	3181	29/03/2023	LAC Autoparts	£ 36.00		Sundry vehicle parts	1
25/04/2023	3181	04/04/2023	Mayer	£ 9.60		CIC- 3rd party sales	1
25/04/2023	3181	31/03/2023	DJH Mitten Clarke	£ 714.00		Payroll services	1
25/04/2023	3181	31/03/2023	New Vic Theatre	£ 291.20		3rd Party ticket sales	1
25/04/2023	3181	05/04/2023	Outhwaite	£ 6.40		CIC- 3rd party sales	1
25/04/2023	3181	05/04/2023	Poppy May	£ 35.60		CIC- 3rd party sales	1
25/04/2023	3181	11/04/2023	Screwfix	£ 10.77		Sundry repair/tool items	1
25/04/2023	3181	05/04/2023	Sharrocks	£ 319.00		Blower service	1
25/04/2023	3181	12/04/2023	St John's Community Centre	£ 386.00		Luncheon club contribution	1
25/04/2023	3181	04/04/2023	Stema Machine Laundry Service	£ 14.50		Dry cleaning- tablecloths	1
25/04/2023	3181	03/04/2023	Tingle	£ 5.00		CIC- Book Sales	1
25/04/2023	3181	03/04/2023	Toolstation Ltd	£ 12.33		Sundry repair/tool items	1
25/04/2023	3181	26/03/2023	UK Fuels Ltd	£ 452.12		Fuel for vehicles	1
25/04/2023	3181	02/04/2023	UK Fuels Ltd	£ 461.50		Fuel for vehicles	1
25/04/2023	3181	09/04/2023	UK Fuels Ltd	£ 490.89		Fuel for vehicles	1
25/04/2023	3181	04/04/2023	Water Plus Ltd	£ 381.07		Water rates	1
25/04/2023	3181	12/04/2023	West Wallasey Contract Hire	£ 3,427.85		Vehicle lease	1
			<b>TOTAL</b>		<b>£ 22,945.31</b>		
26/04/2023	3189	19/04/2023	Ansa Environmental Services	£ 1,287.74		HR/HS Support	1
26/04/2023	3189	15/04/2023	ATG London Ltd	£ 231.63		3rd Party ticket sales	1
26/04/2023	3189	07/03/2023	Cheshire East Council	£ 4,767.95		Business Rates - Information Centre 23-24	1
26/04/2023	3189	07/03/2023	Cheshire East Council	£ 162.20		Business Rates - Rounabouts	5
26/04/2023	3189	15/04/2023	Cheshire East Council	£ 70.00		Premises license	1
26/04/2023	3189	20/04/2023	Heads Congleton Ltd	£ 156.00		Job advert	1
26/04/2023	3189	25/04/2023	Congleton High School	£ 18.00		Posters for events	1
26/04/2023	3189	24/04/2023	Chubb Fire & Security Ltd	£ 494.60		Annual contract	1
26/04/2023	3189	12/04/2023	City Plumbing Supplies Holdings Ltd	£ 17.20		Sundry repair items	1
26/04/2023	3189	17/04/2023	Culligan (UK) Ltd	£ 211.89		Water supplies	1
26/04/2023	3189	23/04/2023	DC Assist	£ 438.00		Cleaning services	1
26/04/2023	3189	05/04/2023	DJM Nurseries	£ 115.00		Trees	1
26/04/2023	3189	24/04/2023	Full Colour Printing Group (UK) Ltd	£ 506.00		Event leaflets	1
26/04/2023	3189	13/04/2023	Jewson Limited	£ 524.00		HAAA Repairs- Recharge	1
26/04/2023	3189	26/04/2023	Landscaoe Supply Company	£ 281.66		PPE/Horticultural supplies	1
26/04/2023	3189	01/02/2023	Leaflet Team	£ 0.50		Balance, later reversed	1
26/04/2023	3189	24/04/2023	Congleton Museum	£ 15.00		CIC- Book sales	1
26/04/2023	3189	12/04/2023	Rode Hall Silver Band	£ 50.00		Civic service - deposit	1
26/04/2023	3189	13/04/2023	Screwfix	£ 28.88		HAAA Repairs- Recharge	1
26/04/2023	3189	18/04/2023	Sharrocks	£ 5.98		Sundry vehicle parts	1
26/04/2023	3189	21/04/2023	Shred-it Ltd	£ 159.68		Shredding services	1
26/04/2023	3189	20/04/2023	Spiral Colour	£ 100.80		Coronation banner	1
26/04/2023	3189	12/04/2023	Tudor Environmental Ltd	£ 810.11		PPE & Clenaing supplies	1

26/04/2023	3189	20/04/2023	Tudor Environmental Ltd	£	715.60	PPE & Clenaing supplies	1
26/04/2023	3189	21/04/2023	Tudor Environmental Ltd	£	78.84	PPE & Clenaing supplies	1
26/04/2023	3189	21/04/2023	Tudor Environmental Ltd	£	25.26	PPE & Clenaing supplies	1
26/04/2023	3189	16/04/2023	UK Fuels Ltd	£	284.57	Fuel for vehicles	1
			<b>TOTAL</b>		<b>£ 11,557.09</b>		
30/04/2023	3194	29/04/2023	ATG London Ltd	£	130.58	3rd Party ticket sales	2
30/04/2023	3194	28/04/2023	Bees for Us	£	100.80	CIC Stock	1
30/04/2023	3194	30/04/2023	Bomford Office Supplies Ltd	£	191.74	Stationery	1
30/04/2023	3194	30/04/2023	Buxton Opera House	£	134.56	3rd Party ticket sales	1
30/04/2023	3194	24/04/2023	CHALC	£	114.00	Guide books- new cllrs	1
30/04/2023	3194	12/04/2023	Cavern Protective Clothing	£	30.00	PPE	1
30/04/2023	3194	01/04/2023	Changing Lives Together	£	2,240.00	Partnership services	1
30/04/2023	3194	28/04/2023	Heads Congleton Ltd	£	16.00	Chronilce sales - CIC	1
30/04/2023	3194	08/03/2023	Congleton High School	£	28.00	Leaflets	1
30/04/2023	3194	28/04/2023	Citron Hygiene UK Ltd	£	142.48	Clinical waste	1
30/04/2023	3194	24/04/2023	CVS Cheshire East	£	425.00	Annual membership (£50 Partnership & £425 CTC)	2
30/04/2023	3194	30/04/2023	Danesaide Theatre	£	99.75	3rd Party ticket sales	1
30/04/2023	3194	30/04/2023	DC Assist	£	189.80	Cleaning services	1
30/04/2023	3194	26/04/2023	Gfour Oaks Nurseries	£	341.28	Horticultural- Plants	1
30/04/2023	3194	27/04/2023	Green Contract Services Ltd	£	486.00	Fly tip collection	1
30/04/2023	3194	24/04/2023	Hampshire Flag Compnay	£	454.20	Bunting	1
30/04/2023	3194	27/04/2023	Johnson Training Ltd	£	184.80	Pool training	1
30/04/2023	3194	26/04/2023	Little Bun Designs UK	£	28.00	CIC- 3rd party sales	1
30/04/2023	3194	11/04/2023	North Rode Timber Co. Ltd	£	78.90	Allotment planter	1
30/04/2023	3194	27/04/2023	The Old Saw Mill	£	28.00	CIC- Food/ Drink sales	1
30/04/2023	3194	30/04/2023	The Old Saw Mill	£	960.00	Luncheon club contribution	1
30/04/2023	3194	01/04/2023	Pool Tech Services Ltd	£	788.40	Annual service	1
30/04/2023	3194	28/04/2023	Pool Tech Services Ltd	£	683.82	Pool equipment/kits	1
30/04/2023	3194	28/04/2023	Rialtas Business Solutions	£	873.87	Annual accounts packages	1
30/04/2023	3194	30/03/2023	RVW Pugh Ltd	£	165.05	Mower repair	1
30/04/2023	3194	30/04/2023	St John's Community Centre	£	186.00	Luncheon club contribution	1
30/04/2023	3194	28/04/2023	Street Level Distribution	£	140.00	Leaflet delivery	1
30/04/2023	3194	24/04/2023	Threadfast Engineers 1984 Ltd	£	67.92	Sundry repair/tool items	2
30/04/2023	3194	27/04/2023	Toolstation Ltd	£	50.31	Sundry repair/tool items	2
30/04/2023	3194	23/04/2023	UK Fuels Ltd	£	659.19	Fuel for vehicles	1
30/04/2023	3194	28/04/2023	Vertex Specialist Roofing Ltd	£	3,988.40	Roof repairs	1
			<b>TOTAL</b>		<b>£ 14,006.85</b>		
16/05/2023	3206	30/04/2023	Alpha Omega Securities Ltd	£	483.19	Security for event- recharged	1
16/05/2023	3206	01/04/2023	Citron Hygiene UK Ltd	£	170.53	Clinical waste	1
16/05/2023	3206	30/04/2023	DCK Accounting Aolutions Ltd	£	906.30	Year end account prep	1
16/05/2023	3206	29/04/2023	The Extractions	£	437.00	3rd Party ticket sales	1
16/05/2023	3206	27/04/2023	Hampshire Flag Compnay	£	406.02	Flags	1
16/05/2023	3206	26/04/2023	The Leaflet Team	£	0.50	Removed from listing, not paid, admin corrected	1
16/05/2023	3206	24/04/2023	Soft Surfaces Ltd	£	15,750.00	Padding Pool pathway resyrfacing CTC	1
16/05/2023	3206	30/04/2023	UK Fuels Ltd	£	369.36	Fuel for vehicles	1
			<b>TOTAL</b>		<b>£ 18,522.90</b>		
18/05/2023	3209	01/04/2023	Legal & General	£	7,786.58	Critical Illness	1
			<b>TOTAL</b>		<b>£ 7,786.58</b>		
26/05/2023	3212	04/05/2023	A D Profile Ltd	£	15.00	Event adverts	1
26/05/2023	3212	15/05/2023	Alpha Omega Securities Ltd	£	161.06	Security for event- recharged	1
26/05/2023	3212	15/05/2023	Amery's Garage	£	436.80	Vehicle maintenance: tyres & Brakes	1
26/05/2023	3212	06/05/2023	ATG London Ltd	£	96.62	3rd Party ticket sales	1
26/05/2023	3212	07/05/2023	Auditing Solutions Ltd	£	576.00	Final Internal Audit 22-23	1
26/05/2023	3212	12/05/2023	Biddulph Town Council	£	190.00	3rd Party ticket sales	1
26/05/2023	3212	09/05/2023	Bomford Office Supplies Ltd	£	150.48	Stationery	1
26/05/2023	3212	09/05/2023	Bomford Office Supplies Ltd	£	54.90	Leaflet holders	1
26/05/2023	3212	11/05/2023	Bomford Office Supplies Ltd	£	614.30	Lockers	1
26/05/2023	3212	04/05/2023	Bring in the Swing	£	175.00	3rd Party ticket sales	1
26/05/2023	3212	16/05/2023	Brunel Engraving Co Ltd	£	56.22	Bench plaque	1
26/05/2023	3212	12/05/2023	Cavern Protective Clothing	£	597.60	Staff uniform & PPE- TH	1
26/05/2023	3212	12/05/2023	Cavern Protective Clothing	£	310.80	Staff uniform & PPE-SS	1
26/05/2023	3212	13/05/2023	Cheshire Elite Laundry	£	24.00	Cleaning services	1
26/05/2023	3212	10/05/2023	Cheshire East Council	£	432.00	Van permits	1
26/05/2023	3212	11/05/2023	Cheshire Electrical Supplies Ltd	£	30.10	Sundry repair/tool items	2
26/05/2023	3212	04/05/2023	Heads Congleton Ltd	£	376.20	Adverts: Town Meeting & Coronation event	2
26/05/2023	3212	02/05/2023	Chubb Fire & Security Ltd	£	1,038.29	Fire Safety contract	1
26/05/2023	3212	03/05/2023	Cope	£	10.24	CIC-3rd Party Sales	1
26/05/2023	3212	16/05/2023	Culligan (UK) Ltd	£	141.69	Water supplies	1
26/05/2023	3212	05/05/2023	Cutler Cleaning Services Ltd	£	468.00	Cleaning supplies	1
26/05/2023	3212	16/05/2023	Cutler Cleaning Services Ltd	£	409.75	Cleaning supplies	1
26/05/2023	3212	15/05/2023	Danesaide Theatre	£	847.40	3rd Party ticket sales	1
26/05/2023	3212	28/04/2023	Dawsongroup Sweepers Ltd	£	351.45	Sweeper brushes	1
26/05/2023	3212	01/05/2023	Dawsongroup Sweepers Ltd	£	3,180.72	Sweeper lease	1
26/05/2023	3212	07/05/2023	DC Assist	£	219.00	Cleaning services	1
26/05/2023	3212	01/05/2023	DJM Nurseries	£	26.35	In Bloom planting project	1
26/05/2023	3212	08/05/2023	Dutton Traffic Management Services	£	804.00	Road closures: Coronation event	1
26/05/2023	3212	08/05/2023	Event Fire and Medical Services	£	550.00	First Aid Cover: Coronation event	1
26/05/2023	3212	05/04/2023	Four Oaks Nurseries Ltd	£	232.20	Planting: Garden of Reflection	1
26/05/2023	3212	04/05/2023	Adam Francis Architectural Illustrator	£	18.00	CIC- 3rd party sales	1
26/05/2023	3212	02/05/2023	Full Media Ltd	£	14.38	CIC-3rd Party Sales	1
26/05/2023	3212	25/04/2023	Gartec Limited	£	1,008.00	Lift service TH E504 Museum E504	2
26/05/2023	3212	11/05/2023	John Gauld Photography	£	150.00	New councillor profile pictures	1
26/05/2023	3212	17/05/2023	Hampshire Flag Compnay	£	154.13	New flags for TH	1
26/05/2023	3212	16/05/2023	King Commercial Hygiene	£	738.00	Extraction cleaning- Kitchen	1

26/05/2023	3212	15/05/2023	Landscape Supply Company	£	271.36	PPE & Safety equipment	1
26/05/2023	3212	22/05/2023	Maxigiene Environmental Services	£	108.00	Legionella testing	1
26/05/2023	3212	03/05/2023	Mayer	£	19.20	CIC-3rd Party Sales	1
26/05/2023	3212	19/05/2023	Congleton Museum	£	10.00	CIC-Book sales	1
26/05/2023	3212	01/05/2023	New Vic Theatre	£	52.78	3rd Party ticket sales	1
26/05/2023	3212	10/05/2023	Ninehundred Communications Group	£	158.00	Radios for Coronation event	1
26/05/2023	3212	15/05/2023	Palatine Paints & Chemicals Ltd	£	793.32	Pool chemicals	1
26/05/2023	3212	18/05/2023	Pool Tech Services Ltd	£	290.81	Call out for service	1
26/05/2023	3212	19/05/2023	Pool Tech Services Ltd	£	2,195.38	HydroXan System	1
26/05/2023	3212	16/05/2023	Pool Tech Services Ltd	£	764.49	Pool chemical test	1
26/05/2023	3212	04/05/2023	Poppy May	£	59.60	CIC-3rd Part Sales	1
26/05/2023	3212	15/05/2023	Prism Solutions	£	121.18	New email address	1
26/05/2023	3212	05/05/2023	Screwfix	£	299.87	PPE & Safety equipment	1
26/05/2023	3212	09/05/2023	Screwfix	£	4.95	Sundry repair/tool items	1
26/05/2023	3212	17/05/2023	Screwfix	£	230.85	Pool PPE	1
26/05/2023	3212	18/05/2023	Screwfix	£	16.17	Sundry repair/tool items	1
26/05/2023	3212	16/05/2023	Sharrocks	£	398.13	Mower services	2
26/05/2023	3212	19/05/2023	Shred-it Ltd	£	159.01	Shredding services	1
26/05/2023	3212	09/05/2023	Society of London Theatre	£	28.20	CIC- Ticket token	1
26/05/2023	3212	22/05/2023	Stu's Porta Loos	£	672.00	Toilet facilities- Coronation event	1
26/05/2023	3212	19/05/2023	Threadfast Engineers 1984 Ltd	£	97.20	Keys for pool	1
26/05/2023	3212	08/05/2023	J Tingle	£	50.00	Event photos: Coronation	1
26/05/2023	3212	17/05/2023	Toolstation Ltd	£	34.77	Sundry repair/tool items	2
26/05/2023	3212	18/08/2023	Tudor Environmental Ltd	£	351.65	First Aid kits/ Tree guards/PPE	3
26/05/2023	3212	02/05/2023	USA Congleton	£	62.70	3rd Party ticket sales	1
26/05/2023	3212	14/05/2023	UK Fuels Ltd	£	483.20	Fuel for vehicles	2
26/05/2023	3212	09/05/2023	Water Plus Ltd	£	1,127.44	TH Water	1
26/05/2023	3212	17/05/2023	Water Plus Ltd	£	3.72	Allotment water	1
26/05/2023	3212	11/05/2023	Weaver	£	8.00	CIC-3rd Party Sales	1
26/05/2023	3212	15/05/2023	West Wallasey Contract Hire	£	3,427.85	Van lease	1
26/05/2023	3212	29/04/2023	Whitehurst Agricultural & Builders	£	39.46	Tree posts	1
26/05/2023	3212	09/05/2023	Wristband Plus Ltd	£	120.00	ID Card holders	1
<b>TOTAL</b>					<b>£ 27,117.97</b>		

#### Credit Card

Date Paid	Reference	Payee Name	Amount Paid	Transaction Detail	
28/04/2023	CCM01	L & S Engineers	£ 16.68	Sundry tools: Nozzle	1
28/04/2023	CCM02	Zoom	£ 143.88	Zoom account	1
28/04/2023	CCM03	Ebay	£ 76.81	Events: Coronation	1
30/05/2023	CCA01	B & M Bargains	£ 59.00	Events: Easter sundry items	1
30/05/2023	CCA02	M & S	£ 5.00	Events: Easter sundry items	1
30/05/2023	CCA03	Baker Ross	£ 422.94	Coronation Event	1
30/05/2023	CCA04	Brunel Eng	£ 186.90	BenchPlaques	1
30/05/2023	CCA05	Amazon	£ 103.97	Coronation Event	1
30/05/2023	CCA06	Screwfix	£ 44.91	Screwfix	1
30/05/2023	CCA07	Land Registry	£ 6.00	Search	1
30/05/2023	CCA08	Sensory Trust	£ 57.00	Sensory kit	1
<b>TOTAL</b>				<b>£ 1,123.09</b>	

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	20 <sup>th</sup> July 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>14 Grant Criteria Policy Review</b>		
<b>Background</b>	<p>The Council have a budget for Financial Assistance/Grants each year, a Grant Criteria is in place to have a set of rules to guide the Committee and applicants. The Criteria has been discussed in recent Finance meetings during discussions on grant applications and a review was suggested to be brought forward.</p> <p>Previous average Grant awards:</p> <p>2017-18 £422 2018-19 £377 2019-20 £504 2020-21 £447 2021-22 £582 2022-23 £618</p>		
<b>Details</b>	<p>Our Current Policy was reviewed on 28<sup>th</sup> April 2022 and previous to that in 2019. Current policy can be found here: <a href="#">CONGLETON TOWN COUNCIL-GRANTS &amp; FUNDING POLICY</a></p> <p><b>Draft updates:</b> Appendix 14.a/b</p> <p>The first draft update is a maximum grant award. This is set to £750, this amount is based on previous Committee discussions. There is no current maximum grant amount however Finance and Policy are only able to award up to £3,000, all applications over that must be recommended to Council for approval.</p> <p>The draft has introduced 3 sections:</p> <p>Citizens Grants: Maximum of £150 Small Grants: Up to £250 Large Grants: £251 to £750</p> <p>Added: Explanation of each section.</p> <p>Criteria Updates</p> <p>1: Added £750 maximum 5: Moved to introduction section 11: Removed normally fund up to 50% to only fund up to 50% 13: Taken out levels over £750 17: Removed New 17: Added rules regarding Room Hire fees 19: Changed evaluation form to Grant Monitoring Form, removed will be jeopardised to may be rejected. 26: Removed</p>		

	<p>27: Addition</p> <p>Appendix 14c/d</p> <p>The Application form is also presented for an update.</p>
<p><b>Decisions Requested</b></p>	<ol style="list-style-type: none"> <li>1. Note the updated Application form</li> <li>2. To discuss and approve maximum Grant Award</li> <li>3. To approve the updates to the Grants Criteria and recommend to Council for approval and adoption in to the Constitution</li> </ol>



## CONGLETON TOWN COUNCIL

### GRANTS & FUNDING POLICY

There are 3 sections with regards to our Grant Scheme

Citizens: a maximum award of £150

Small Grants: A maximum award of £250

Large Grants: £251 to a maximum of £750

All grants are considered by the Finance and Policy Committee.

Requests for grant aid or sponsorship of an event will only be considered from the following categories of applicant:

- A Congleton Town based charity
- A Congleton Town based Community group
- A Congleton Town based Voluntary group
- A Congleton Town Not for Profit community businesses
- Citizens of Congleton requesting grant aid with a project/event, which will be for the benefit of a wider group in Congleton.
- A Charity or Group based outside of Congleton Town as long as the project benefits resident of Congleton.

We will not fund/ consider:

- Incomplete applications
- General running costs: Utilities, Rent /Lease fees, staffing or salary costs.
- Applications from a National Body without a proven direct link to Congleton Town
- Applications over £750
- Retrospective applications

#### CITIZENS GRANTS

There is maximum grant of £150 for citizens of Congleton Town, for an application to be accepted the citizen must prove that other fundraising to taking place to fund their project. We will only fund up to 50% of the project cost. The citizen must be part of an established Congleton Based Organisation which is supporting the project.

#### SMALL GRANTS UP TO £250

A financial breakdown of the project must be provided for this criteria and the applicant must prove that other fundraising is taking place to fund their project. We will only fund up to 50% of the project cost.

#### LARGE GRANTS £251 to £750

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A financial breakdown of the project must be provided for this criteria and the applicant must prove that other fundraising is taking place to fund their project. We will require quotes for items over £251 details in the main criteria and financial statement or accounts of relevant bodies. We will only fund up to 50% of the project cost.

## **CRITERIA**

1. The maximum grant Congleton Town Council award is £750

2.2. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.

2.3. Grant forms will be scrutinized to ensure they meet the criteria set out in the Grants and Funding Policy, before being put forward for decision at the Finance and Policy Committee. Applications which do not meet the criteria will be rejected and returned.

3.4. The Town Council as a body does not affiliate to any political party and legally cannot provide grant or support to any party political activity.

4.5. The Town Council does not affiliate to any religious group; however, applications will be considered where there is a clear community wide benefit.

~~5. Requests for grant aid or sponsorship of an event will only be considered from the following categories of applicant:~~

- ~~• A Congleton Town based charity~~
- ~~• A Charity or Group based outside of Congleton as long as the project benefits resident of Congleton.~~
- ~~• An organisation serving the needs of the citizens of Congleton~~
- ~~• Citizens of Congleton requesting grant aid with a project/event, which will be for the benefit of a wider group in Congleton.~~

~~A Congleton based club/association/organisation serving a specific section of the community or the community as a whole.~~

6. Applications will only be considered when made on a formal application form with all relevant sections completed.

7. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Congleton Town.

8. The Council will give priority to the projects/organisations which progress one or more of its corporate objectives.

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9. The Council will normally require details of the structure and funding of the organisation, and will probably request copies of budget/accounts and business plans for applications over £250.

10. The Council will require details of any project which is the subject of the application, including standards to be attained, costs, timescales and how the remainder of the funding will be provided.

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

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

13. Grant requests for tangible products or services.  
Quotes are required for grant applications as follows:

- Under £250 No quotes
- £251 - £500 One quote
- £501 - £750,000 Two quotes
- ~~£1001 or above~~ ~~Three quotes~~

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

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

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

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

~~18.~~17. The Council will usually only consider requests for specific projects, not on-going or core costs. You are not able to use the Grant to pay for Room Hire for Congleton Town Council bookings, for Charities and Local Groups a Subsidised Grant exists and is dealt with separate to this Grant budget The exceptions to this will be "pump-priming" to help

~~organisations get established or organisations which deliver a substantial part of the Council's priorities.~~

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

20.19. An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The ~~evaluation form~~ Grant Monitoring form must be returned to the Council within 4 weeks of completion of the project. Future requests for grants ~~may be rejected will be jeopardised~~ if this is not completed.

21.20. The Council will advertise its Grant and Financial Assistance Scheme widely to ensure an equitable distribution of resources.

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

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

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

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

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

~~26. Organisations are required by law to have taken out appropriate public liability insurance. Congleton Town Council expects all applicants to have complied with this legal requirement.~~

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26. Congleton Town Council actively encourages applicants to attend the meeting to support the application to enable any queries /presentation.

27. The applicant acknowledges and accepts when competing an application that supporting documentation may be included in the public agenda, documents will be

redacted where necessary. [Our Data Privacy Policy and Information and Data Policy can be found at: Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](#)

## CONGLETON TOWN COUNCIL

### GRANTS & FUNDING POLICY

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- Citizens of Congleton requesting grant aid with a project/event, which will be for the benefit of a wider group in Congleton.
- A Charity or Group based outside of Congleton Town as long as the project benefits resident of Congleton.

#### We will not fund/ consider:

- Incomplete applications
- General running costs: Utilities, Rent/Lease fees, staffing or salary costs.
- Applications from a National Body without a proven direct link to Congleton Town
- Applications over £750
- Retrospective applications
- Applications from Schools funded by the Local Authority

#### CITIZENS GRANTS

There is maximum grant of £150 for citizens of Congleton Town, for an application to be accepted the citizen must prove that other fundraising to taking place to fund their project. We will only fund up to 50% of the project cost. The citizen must be part of an established Congleton Based Organisation which is supporting the project.

#### SMALL GRANTS UP TO £250

A financial breakdown of the project must be provided for this criteria and the applicant must prove that other fundraising is taking place to fund their project. We will only fund up to 50% of the project cost.

#### LARGE GRANTS £251 to £750

A financial breakdown of the project must be provided for this criteria and the applicant must prove that other fundraising is taking place to fund their project. We will require quotes for items over £251 details in the main criteria and financial statement or accounts of relevant bodies. We will only fund up to 50% of the project cost.

### **CRITERIA**

1. The maximum grant Congleton Town Council award is £750
2. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
3. Grant forms will be scrutinized to ensure they meet the criteria set out in the Grants and Funding Policy before being put forward for decision at the Finance and Policy Committee. Applications which do not meet the criteria will be rejected and returned.
4. The Town Council as a body does not affiliate to any political party and legally cannot provide grant or support to any party political activity.
5. The Town Council does not affiliate to any religious group; however, applications will be considered where there is a clear community wide benefit.
6. Applications will only be considered when made on a formal application form with all relevant sections completed.
7. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Congleton Town.
8. The Council will give priority to the projects/organisations which progress one or more of its corporate objectives.
9. The Council will normally require details of the structure and funding of the organisation, and will probably request copies of budget/accounts and business plans for applications over £250.
10. The Council will require details of any project which is the subject of the application, including standards to be attained, costs, timescales and how the remainder of the funding will be provided.
11. Council will only fund the up to a maximum of 50% of a project cost and priority will be given to requests for grants of £250 or less. Any request above £250 will require detailed justification for the project including matched funding as a prerequisite.

12. Sponsorships - When there is a request for sponsorship, it needs to be clearly demonstrated how the Town Councils' support will be recognised.
13. Grant requests for tangible products or services.  
Quotes are required for grant applications as follows:
  - Under £250                      No quotes
  - £251 - £500                    One quote
  - £501 - £750                  Two quotes
14. Applicants will be required to state the amount of grant sought from the Council and provide details of other grants or awards applied for or gained, which must be disclosed in full.
15. Where projects cross financials years, the Council may "ring fence" an approved amount of grant. It will reserve the right to withdraw approval where a project does not look likely to go ahead within a 12-month period from the grant approval date.
16. Payment will not normally be made until a project has been completed. Payments will then only normally be made against a formal receipt or invoice. Stage payments may be approved for larger projects.
17. The Council will usually only consider requests for specific projects, not on-going or core costs. You are not able to use the Grant to pay for Room Hire for Congleton Town Council bookings, for Charities and Local Groups a Subsidised Grant exists and is dealt with separate to this Grant budget.
18. The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support "in kind", rather than provide grant assistance.
19. An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The Grant Monitoring form must be returned to the Council within 4 weeks of completion of the project. Future requests for grants may be rejected if this is not completed.
20. The Council will advertise its Grant and Financial Assistance Scheme widely to ensure an equitable distribution of resources.
21. For grants and sponsorship, the applicant will acknowledge the contribution made by the Council when arranging promotional activity or literature, including press releases relating to the application.
22. The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The



applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Action.

23. Per Group/Charity there may be only two successful applications per financial year.
24. There is a 10 working days deadline prior to a meeting for all information to be submitted in order for an application to be presented.
25. Grants awarded by Congleton Town Council should only be used for the original project in the application.
26. Congleton Town Council actively encourages applicants to attend the meeting to support the application to enable any queries /presentation.
27. The applicant acknowledges and accepts when competing an application that supporting documentation may be included in the public agenda, documents will be redacted where necessary. Our Data Privacy Policy and Information and Data Policy can be found at: [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)

**Congleton Town Council  
Application for Financial Assistance**

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

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

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

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

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

**Part 3: Potential Benefits / Outputs**

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

**Part 4: Evaluation**

4.1	<b>How will the project be evaluated and who will carry out the evaluation?</b>	
4.2	<b>Describe how you will promote the Town Council in your project.</b>	
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:* \_\_\_\_\_



Please read the Grant Criteria document before you start your application process.

<b><u>1: CONTACT DETAILS</u></b>	
Name of Organisation:	
Address of Organisation:	
Name of Applicant:	
Position:	
Telephone Number:	
Email address:	
Website:	
Registration Number (If relevant)	
<b><u>2: ABOUT YOUR ORGANISATION</u></b>	
What type of organisation are you?	
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	

**3: COST DETAILS/ RESOURCES/ TIMETABLE**

Project Title:

Project Objectives:

Brief Project Description:

Total Cost of Project

Total contribution sought:

Details of cost breakdown and budgets:

What will the money be spent on?/  
Resources needed:

Any ongoing costs:

Details of **confirmed** match funding, include source  
Cash/Grant:

In kind:

Estimated timescale of project from start to finish:

**4: POTENTIAL BENEFITS/ OUTPUTS**

What are the potential benefits/outputs to residents of Congleton

Are there similar services/ projects provided in the area

**5: EVALUATION**

How will the project be evaluated and who will

carry out the evaluation?	
Describe how you will promote the Town Council in your project.	
Please acknowledge you have read our Grant Application Criteria	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

### Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
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<b>Signed:</b>		<b>Date:</b>	
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Please return your form and supporting documents to [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Finance and Policy Committee		
<b>MEETING DATE AND TIME</b>	7.00pm 20 <sup>th</sup> July 2023	<b>LOCATION</b>	Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Finance Manager/Responsible Financial Officer (RFO)		
<b>AGENDA ITEM REPORT TITLE</b>	ICT Policy		
<b>Background</b>	<p>The current ICT Policy was last reviewed in 2018.</p> <p>At the approval of the current 2023-24 Business Risk Assessment (27<sup>th</sup> April 2023 CTC/59/2223) Cyber Security was added to the Risk Assessment, whilst discussing this the RFO was requested to present a Draft Review of the ICT Policy to incorporate cyber security risks. Comparisons have been made to other local town council policies, and the National Cyber Security Centre Website and Cheshire Police website were utilised for information on cyber security.</p>		
<b>Updates</b>	<p>Alongside the Draft Policy, toolkits and guidance will be forwarded to all Staff and Councillors and updates to guidance provided when made available. The main source of these documents will be:</p> <ul style="list-style-type: none"><li>• Cheshire Police</li><li>• National Cyber Security Centre Website (NCSC)</li><li>• NALC [National Association of Local Councils, who have a Good Councillor Guide to Cyber Security]</li></ul> <p><b><u>Updates</u></b></p> <p><b><u>Section 1</u></b></p> <ul style="list-style-type: none"><li>• Updated date of Data Protection Act.</li><li>• Added: <i>Cyber security is how The Council can effectively aim to reduce the risk of a cyber-attack.</i></li></ul> <p><b><u>Section 2</u></b></p> <ul style="list-style-type: none"><li>• 2.1 Added: <i>The Council will include an assessment of risks from Cyber Security in its Business Risk assessment.</i></li><li>• 2.2 Changed date &amp; added GDPR</li><li>• 2.3 Security<ul style="list-style-type: none"><li>Added: <i>Security incidents relating to any aspect of this policy must be reported to the Chief Officer immediately.</i></li><li>Added: <i>Avoid using public wi-fi connections that are not secure.</i></li></ul></li><li>• New section 2.4 Passwords</li><li>• 2.5 Virus Controls<ul style="list-style-type: none"><li>Added: <i>If a virus is suspected, the equipment should be switched off and isolated and the Council's support contractor should be contacted.</i></li><li>Added: <i>Viruses are easily transmitted via email and internet downloads. In particular, users must:</i></li></ul></li></ul>		

	<ul style="list-style-type: none"> <li>• <i>not transmit by email any file attachment which they know to be infected with a virus.</i></li> <li>• <i>not download data or programs of any nature from unknown sources</i></li> <li>• <i>not forward virus warning</i></li> <li>• <i>contact the Councils IT providers of any scam emails that arrive</i></li> </ul> <p><u>New Section 3</u></p> <p><u>New Additional Information</u></p> <p><b><u>Other information</u></b>  Training and awareness course will be sourced, and when available an update will be provided to the Committee and all Staff and Councillors will be invited to attend.</p> <p>With in the policy there are web addresses to the NCSC website to toolkits and information specially for Public Bodies.</p> <p>Next Steps:  Information &amp; Data Protection Policy to be reviewed and presented.</p>
<b>Decision Requested</b>	To review and approve the Draft ICT Policy and to recommend to Council for approval and adoption into the constitution.



**CONGLETON TOWN COUNCIL**

**I.C.T. POLICY**  
**Including Cyber Security**

**1. Introduction**

The Council uses its computer network, software packages and the internet, (including e-mails), to further the efficiency of its business and to provide the best service possible to its customers and partners. Any disruption to the use of these facilities will be detrimental to the Authority and may result in actual financial loss. This Policy sets out how the Council intends to regulate the use of those facilities.

The Council has a duty laid down in the Data Protection Act ~~1998~~2018, to ensure the proper security and privacy of its computer systems and data. All users have, to varying degrees, some responsibility for protecting these assets. Users also have a personal responsibility for ensuring that they and, where appropriate, the staff they supervise or have control over, comply fully with this policy – See also the Council’s Information and Data Protection Policy.

For the purposes of this document the terms “computer” (or “computer system”) and “computer data” are defined as follows:

- -“Computer” (or “computer system”) means any device for automatic storing and processing of data and includes mainframe computer, minicomputer, microcomputer, personal computer(whether hand-held laptop, portable, standalone, network or attached to a mainframe computer), workstation, word processing system, desk top publishing system, office automation system, messaging system or any other similar device;
- -“Computer data” means any information stored and processed by computer and includes programs, text, geographic, pictures, video and sound.

Cyber security is how The Council can effectively aim to reduce the risk of a cyber-attack.

**2. Procedures**

**2.1 General Operation**

All hardware, software, data and associated documentation produced in connection with the work of the Council, are the legal property of the Council.

The Council will maintain an external support contract for the hardware, major items of software and provision of internet facilities.

The Council will not knowingly breach copyright of another person. \_\_\_\_\_

The Council will include an assessment of risks from its use of IT in its Business Risk assessment.

The Council will include an assessment of risks from Cyber Security in its Business Risk assessment.

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The Council will routinely back up its essential data and organise contingency plans.

The Council will make a detailed inventory of its ICT equipment on its Asset Register.

The Council will consider the location of equipment and provide documentation to ensure optimum physical security.

The Council will maintain a record of training to each individual user.

The disposal of any ICT equipment, software, waste or data must be authorised, undertaken safely and properly documented.

## **2.2 Compliance with Legislation**

The Council's policy in respect of the requirements of the Data Protection Act ~~1998~~2018 including General Data Protection Regulations is set out in its Information and Data Protection Policy.

Under the Computer Misuse Act 1990, the following are criminal offences, if undertaken intentionally.

- unauthorised access to a computer system or data;
- unauthorised access preparatory to another criminal action;
- unauthorised modification of a computer system or data;

All users should be made aware that deliberate unauthorised use, alteration, or interference with a computer system or its software or data, whether proprietary or written "in-house", will be regarded as a breach of the Council policy and may be treated as gross misconduct. In some circumstances such a breach may also be a criminal offence.

It is an offence under the Copyright, Design and Patent Act to copy licensed software without the consent of the copyright owner. All copying is forbidden by the Act, unless it is in accordance with the terms and condition of the respective licence or contract.

## **2.3 Security**

Consideration must be given to the secure location of equipment and documentation to help safeguard the Council's ICT assets. Portable equipment must be locked away when not in use and must not be removed from the premises without permission.

Only persons authorised by the Chief Officer may use Council computer systems. The authority given to use a system must be sufficient but not excessive and users must be notified that the authority given to them must not be exceeded.

Operating procedures are required to control use of ICT equipment.

Security incidents relating to any aspect of this policy must be reported to the Chief Officer immediately.

Avoid using public wi-fi connections that are not secure.

~~Access to the Computers is subject to a password, which is periodically changed.~~

## **2.4 Passwords**

Access to the Computers is subject to a password, which is periodically changed.

System led passwords will be stored in a secure manner and be available in a business continuity event.

Passwords must not be inserted into email messages or any other form of communication, or saved onto a shared computer.

Ideally separate passwords should be used for each account.

Additional Information:

The National Cyber Security Centre Website provides information on passwords

## **2.5 Virus Controls**

Viruses are undesirable pieces of computer code that can corrupt systems, equipment and data. They are a serious, increasing threat to the computer systems of the Council.

If a virus is suspected, the equipment should be switched off and isolated and the Council's support contractor should be contacted.

Viruses are easily transmitted via email and internet downloads. In particular, users must:

- not transmit by email any file attachment which they know to be infected with a virus.
- not download data or programs of any nature from unknown sources
- not forward virus warning
- contact the Councils IT providers of any scam emails that arrive

All computer and servers will have loaded and operate the Council's standard virus detection software for scanning diskettes and fixed drives.

Diskettes of unknown origin should not be used in the Council's computers.

No software should be located onto the Council's equipment without the permission of the Chief Officer.

~~If a virus is suspected, the equipment should be switched off and isolated and the Council's support contractor should be contacted.~~

## **2.6 Misuse**

This Policy applies to the activities which constitute unacceptable use of the network operated by the Council. The policy applies equally to employees, councillors, clients, visitors and others who may be allowed to use the facilities on a permanent or temporary basis.

-All misuse of the facilities is prohibited including specifically but not exclusively the following:

1. The creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material.
2. The creation of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
3. The creation or transmission of defamatory material.
4. The transmission of material in any way that infringes the copyright of another person.
5. The transmission of unsolicited commercial advertising material to networks belonging to other organisations.
6. Deliberate actions or activities with any of the following characteristics:
  - Wasting staff effort or networked resources
  - Corrupting or destroying another users data
  - Violating the privacy of other users
  - Disrupting the work of other users
  - Other misuse of networked resources by the deliberate introduction of viruses
  - Playing games during working hours
  - Private use of the facilities without specific consent
  - Altering the set up or operating perimeters of any computer equipment without authority

### **2.7 World Wide Web (WWW) resources**

These facilities are provided for use to achieve Council objectives. Any use for unauthorised purposes will be regarded as gross misconduct. If you are unsure whether use would be authorised, you must seek advice from the Chief Officer in advance.

### **2.8 Health and Safety**

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To meet the requirements of the Display Screen Equipment Regulations, the Council will provide a free eye test for all staff who use VDU equipment as a major part of their job role.

It is the Council's intention to optimise the use and application of display screen equipment within the Organisation, whilst safeguarding the health, welfare and job satisfaction or learning experience of those involved in using such equipment.

Staff "users" will have their name entered onto the list of "Designated Computer Users".

Risk assessments of all workstations are carried out to highlight any problems - this is done using the Workstation Assessment Questionnaire which is also a useful training tool.

If you are a “defined computer user”:-

- Your workstation must be designed for computer use. There must be sufficient space to position your keyboard so that you can rest your wrists in front of it;
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- Your chair must be of the fully adjustable type with five castors and must be adjusted to support your lower back. It must be set at the correct height for your desk. Your feet should rest on the floor and you may need a footrest;
- Report eyestrain, headaches or aching limbs to your manager.
- Ensure your computer has an adjustable keyboard;
- Ensure your working environment is comfortable. Problems with ventilation, temperature or lighting should be reported to your Manager.
- Take a few minutes break every hour

### **3 Cyber Security**

Implementing effective ICT security measures is a key part of safety controls and risk management of running the Council. Following the ICT Policy procedures will help to keep awareness of cyber security and protection.

- Training and awareness course should be made available to all Staff and Councillors.
- Current and up to date information should be shared with all Staff and Councillors.
- Cyber Security must be included as part of the Councils Risk Management Policy.

### **Additional Information**

National Cyber Security Centre: Toolkit for Public Bodies:

- <https://www.ncsc.gov.uk/section/information-for/public-sector>
- <https://www.ncsc.gov.uk/collection/board-toolkit/toolkits-toolbox>

## Appendix 1.

### PROTOCOL FOR USING CONGLETON TOWN COUNCIL'S WEBSITE (Feb 2013)

#### Background

The Councils website can be found at [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)

~~The Town Council website was re-designed by Longton Company, Cyberzia Ltd; it went live in September 2011. The website is now hosted and supported by R1 Creative. The site [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk) is owned by the Town Council.~~

#### Updating the Site

The site will be updated ~~by Town Council staff as required. on a daily basis or when required by Town Council staff.~~ It is important that the site remains fresh, relevant and current. Should Councillors wish to have any content added or amended, please inform the Chief Officer.

Formatted: Not Highlight

Agendas will be uploaded onto the site at least 3 days prior to meeting dates; Minutes will be uploaded within 1 week of meeting dates.

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DRAFT

# CONGLETON TOWN COUNCIL

## I.C.T. POLICY Including Cyber Security

### **1. Introduction**

The Council uses its computer network, software packages and the internet, (including e-mails), to further the efficiency of its business and to provide the best service possible to its customers and partners. Any disruption to the use of these facilities will be detrimental to the Authority and may result in actual financial loss. This Policy sets out how the Council intends to regulate the use of those facilities.

The Council has a duty laid down in the Data Protection Act 2018, to ensure the proper security and privacy of its computer systems and data. All users have, to varying degrees, some responsibility for protecting these assets. Users also have a personal responsibility for ensuring that they and, where appropriate, the staff they supervise or have control over, comply fully with this policy – See also the Council’s Information and Data Protection Policy.

For the purposes of this document the terms “computer” (or “computer system”) and “computer data” are defined as follows:

- “Computer” (or “computer system”) means any device for automatic storing and processing of data and includes mainframe computer, minicomputer, microcomputer, personal computer (whether hand-held laptop, portable, standalone, network or attached to a mainframe computer), workstation, word processing system, desk top publishing system, office automation system, messaging system or any other similar device;
- “Computer data” means any information stored and processed by computer and includes programs, text, geographic, pictures, video and sound.

Cyber security is how The Council can effectively aim to reduce the risk of a cyber-attack.

### **2. Procedures**

#### **2.1 General Operation**

All hardware, software, data and associated documentation produced in connection with the work of the Council, are the legal property of the Council.

The Council will maintain an external support contract for the hardware, major items of software and provision of internet facilities.

The Council will not knowingly breach copyright of another person.

The Council will include an assessment of risks from its use of IT in its Business Risk assessment.

The Council will include an assessment of risks from Cyber Security in its Business Risk assessment.

The Council will routinely back up its essential data and organise contingency plans.



The Council will make a detailed inventory of its ICT equipment on its Asset Register.

The Council will consider the location of equipment and provide documentation to ensure optimum physical security.

The Council will maintain a record of training to each individual user.

The disposal of any ICT equipment, software, waste or data must be authorised, undertaken safely and properly documented.

## **2.2 Compliance with Legislation**

The Council's policy in respect of the requirements of the Data Protection Act 2018 including General Data Protection Regulations is set out in its Information and Data Protection Policy.

Under the Computer Misuse Act 1990, the following are criminal offences, if undertaken intentionally.

- unauthorised access to a computer system or data;
- unauthorised access preparatory to another criminal action;
- unauthorised modification of a computer system or data;

All users should be made aware that deliberate unauthorised use, alteration, or interference with a computer system or its software or data, whether proprietary or written "in-house", will be regarded as a breach of the Council policy and may be treated as gross misconduct. In some circumstances such a breach may also be a criminal offence.

It is an offence under the Copyright, Design and Patent Act to copy licensed software without the consent of the copyright owner. All copying is forbidden by the Act, unless it is in accordance with the terms and condition of the respective licence or contract.

## **2.3 Security**

Consideration must be given to the secure location of equipment and documentation to help safeguard the Council's ICT assets. Portable equipment must be locked away when not in use and must not be removed from the premises without permission.

Only persons authorised by the Chief Officer may use Council computer systems. The authority given to use a system must be sufficient but not excessive and users must be notified that the authority given to them must not be exceeded.

Operating procedures are required to control use of ICT equipment.

Security incidents relating to any aspect of this policy must be reported to the Chief Officer immediately.

Avoid using public wi-fi connections that are not secure.

## **2.4 Passwords**

Access to the Computers is subject to a password, which is periodically changed.

System led passwords will be stored in a secure manner and be available in a business continuity event.

Passwords must not be inserted into email messages or any other form of communication, or saved onto a shared computer.

Ideally separate passwords should be used for each account.

Additional Information:

The National Cyber Security Centre Website provides information on passwords

## **2.5 Virus Controls**

Viruses are undesirable pieces of computer code that can corrupt systems, equipment and data. They are a serious, increasing threat to the computer systems of the Council.

If a virus is suspected, the equipment should be switched off and isolated and the Council's support contractor should be contacted.

Viruses are easily transmitted via email and internet downloads. In particular, users must:

- not transmit by email any file attachment which they know to be infected with a virus.
- not download data or programs of any nature from unknown sources
- not forward virus warning
- contact the Councils IT providers of any scam emails that arrive

All computer and servers will have loaded and operate the Council's standard virus detection software for scanning diskettes and fixed drives.

Diskettes of unknown origin should not be used in the Council's computers.

No software should be located onto the Council's equipment without the permission of the Chief Officer.

## **2.6 Misuse**

This Policy applies to the activities which constitute unacceptable use of the network operated by the Council. The policy applies equally to employees, councillors, clients, visitors and others who may be allowed to use the facilities on a permanent or temporary basis.

All misuse of the facilities is prohibited including specifically but not exclusively the following:

1. The creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material.
2. The creation of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
3. The creation or transmission of defamatory material.

4. The transmission of material in any way that infringes the copyright of another person.
5. The transmission of unsolicited commercial advertising material to networks belonging to other organisations.
6. Deliberate actions or activities with any of the following characteristics:
  - Wasting staff effort or networked resources
  - Corrupting or destroying another users data
  - Violating the privacy of other users
  - Disrupting the work of other users
  - Other misuse of networked resources by the deliberate introduction of viruses
  - Playing games during working hours
  - Private use of the facilities without specific consent
  - Altering the set up or operating perimeters of any computer equipment without authority

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# INVOICE

**CONGLETON TOWN COUNCIL**  
 TOWN HALL  
 HIGH STREET  
 CONGLETON  
 GB  
 CW12 1BN

**The Police and Crime Commissioner for Cheshire**

Cheshire Constabulary Headquarters  
 Clemonds Hey  
 Oakmere Road  
 Winsford  
 CW7 2UA

**Invoice No:** 64001494  
**Invoice Date:** 08/06/2023

**Customer ID:** [REDACTED]  
**Customer VAT:**

**Your Reference:** [REDACTED]    **Payment Terms:** Due Immediately    **Contact Person:**  
**Order No:** [REDACTED]    **Due Date:** 08/06/2023

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	LINE TOTAL GBP	VAT %
Contribution to the funding of PCSO Post for Q4 Jan 2023 - March 2023	1.00	EA	6,530.00	6,530.00	0.00

VAT %	Net VAT	VAT Amount	Total
0.00	6 530.00	0.00	6,530.00

<b>Total excl. VAT</b>	<b>GBP</b>	<b>6,530.00</b>
Total VAT	GBP	0.00
<b>Total incl. VAT</b>	<b>GBP</b>	<b>6,530.00</b>

BACS payments or bank transfers should be made to the following bank account:

BARCLAYS BANK PLC  
 Account Name: The Police and Crime Commissioner for Cheshire  
 Sort Code: [REDACTED]  
 Account Number: [REDACTED]

Please include the invoice number in the reference field to avoid any delays in your payment being allocated.

Payment can be made by Credit / Debit card by telephoning 01606 36 6800

PAYMENT WILL ONLY BE CONSIDERED AS HAVING BEEN MADE WHEN IT HAS BEEN CREDITED TO OUR BANK ACCOUNT. IN ALL CASES THE INVOICE NUMBER MUST BE QUOTED IN ORDER TO ENSURE THAT YOUR PAYMENT IS CORRECTLY ALLOCATED.

VAT: 185013718 | Tel: 01606 36 6800 | Queries Email: [REDACTED]

15625

**DEPOSIT INVOICE AND REMITTANCE ADVICE: 01 April 2023 to 31 March 2024**

Policy Number : [REDACTED]  
Fund Name : Cheshire  
Company : Congleton Town Council  
Division : 022

**Premiums Charged for Period**

01 April 2023 to 31 March 2024 £7,786.58

**Balance Due** £7,786.58 *SW*

**Payment of this account should be paid by 18/05/2023**

**Details for BACS Payments**

Bank Name : Barclays Bank  
Bank Address : Barclays Bank PLC  
London Corporate Banking  
One Churchill Place  
London E14 5HP  
Sort Code : [REDACTED]  
Account Number : [REDACTED]

*Please advise the policy number and policyholder's name on the transfer document, so that we can allocate payment correctly. Please advise exact date and amount of the transfer to us by email: [groupprotection.creditcontrol@landg.com](mailto:groupprotection.creditcontrol@landg.com)*

**Remittance Advice**

Please return this advice with your payment.  
It is our input document and ensures the accurate application of your cheque.

Cheque attached for **£7,786.58**

If other payments are included, please provide details below:

[REDACTED]

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Finance and Policy														
<b>MEETING DATE AND TIME</b>	20 <sup>th</sup> July 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>17 2023-2024 Budget Virements</b>														
<b>Background</b>	<p>The 2023-2024 budget was approved in December 2022. Once a budget is approved the Precept amount is sent as a demand to Cheshire East Borough Council. After a budget is set there will be changes that take place outside of the power of Congleton Town Council that may have an effect on the budgets set and internal changes that may require updates to the allocation of budget lines.</p> <p>Any over or underspends on revenue budgets have an impact on our General Reserves. We are recommended as good practice to hold a minimum of around 25% of our revenue budget in General Reserves. Based on the final outcome of 2022-2023 we currently hold 23.6% General Reserves to go forward into 2023-2024.</p>														
<b>Details</b>	<p><b><u>Town Hall Utilities</u></b></p> <p>After final information from West Mercia Energy the final budget spend from 2023-2023 the budget of £17,500 will likely be insufficient mainly for Electricity cost in 2023-2024. I would recommend the following virements to cover any expected overspend, any possible underspend after the virement will be returned to General Reserves:</p> <table border="1" data-bbox="405 1218 1481 1574"> <thead> <tr> <th>From</th> <th>To</th> <th>Amount</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td><b>221-4011 Rates Town Hall</b></td> <td><b>221-4014 TH Electric</b></td> <td><b>£5,550</b></td> <td><b>The budget for Rates is £30,500, the actual amount for 2023-24 is £24,950 leaving an excess of £5,550</b></td> </tr> <tr> <td><b>225-4011</b></td> <td><b>221-4014 TH Electric</b></td> <td><b>£400</b></td> <td><b>The budget for Rates in CIC is £5,200, the actual amount for 2023-24 is £4,767 leaving excess of £433</b></td> </tr> </tbody> </table>			From	To	Amount	Information	<b>221-4011 Rates Town Hall</b>	<b>221-4014 TH Electric</b>	<b>£5,550</b>	<b>The budget for Rates is £30,500, the actual amount for 2023-24 is £24,950 leaving an excess of £5,550</b>	<b>225-4011</b>	<b>221-4014 TH Electric</b>	<b>£400</b>	<b>The budget for Rates in CIC is £5,200, the actual amount for 2023-24 is £4,767 leaving excess of £433</b>
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<b>Decision Requested</b>	To approve the virement request and recommend this to Council on 10 <sup>th</sup> August 2023 for approval.														



# Congleton Regeneration and Town Centre Working Group

Members include councillors and co-opted members

## 1. Purpose

To monitor, address and work with partner organisations to improve and regenerate Congleton Town Centre in line with Council policies. The group will research and make suggestions on short, medium and long-term initiatives to help future-proof the town centre and ensure that it can continue to service the needs of our growing town. This Working Group reports to the Finance and Policy Committee, where any significant policy or funding decisions are made. This group meets in private, but members of the public may be invited or co-opted to take part, and minutes of the group are made public on the Town Council website.

This group may work with the Chamber of Commerce, other business networking groups, developers, landlords and businesses who are keen to improve the offer, function or appearance of the town.

## 2. Delegation of Functions of the Working Group

- a) This working group takes on tasks assigned by the Finance and Policy Committee and conducts research, analysis and brainstorming to come up with potential solutions and ideas to improve the Town Centre and to make the committee aware of such opportunities to improve the appearance, footfall, vitality and offer of Congleton Town Centre.
- b) The Committee may delegate the responsibility for working with partner organisations on campaigns or initiatives which improve the Town Centre to this group.
- c) This is not a decision-making body; all solutions, ideas and funding requirements must be presented as proposals to Council Committee (usually the Finance and Policy Committee), together with all relevant analyses, for the Committee to make a decision.
- d) All proposals taken from this Group to Committee must explain the impact on the financial, environmental and equality impact of the decision.

## 3. Membership, Voting and Roles

- a) Town Councillors will be appointed on to the group at the Annual Town Council meeting. The Working Group may choose to co-opt members from outside groups or invite representatives to attend all or part of a meeting as and when appropriate.
- b) Co-opted members will sign a volunteer agreement and be in post for one year, after which their agreement can be renewed if desired.
- c) On an as-needed basis, others may be invited to meetings, eg developers, landlords, and representatives of business groups.

## Congleton Regeneration and Town Centre Working Group

Members include councillors and co-opted members

- d) The secretariat for the meeting will be a member of CTC staff.

### 4. Activities of Working Group

#### Short-term

- a) Promoting the overall business offer of the town using the CTC website and other channels.
- b) Managing the CTC first-floor improvement business grant offer
- c) Providing KPI for the town centre – vacancy rates, car parking statistics, own footfall counts, business confidence survey.

#### Medium

- d) Consideration of further activity to improve the Town Centre’s physical appearance, namely shop fronts
- e) Lobby for investment to enable an increase in new start-up business activity and ongoing business support funding within the Town to improve business confidence.
- f) To assist those wishing to invest and increase the offer in our town through supporting their applications with Cheshire East and offering any support that we are able to offer.
- g) To create a forum for local landlords to support each other and the future development for the town.
- h) Create more activities, offers and promotions within the Town Centre.

#### Long-term

- i) Development of the Congleton Town Centre to include an integrated approach to residential and commercial activity, to enable Congleton residents to enjoy leisure activities in conjunction with local business goals.
- j) Reduce the number of empty units within the Town Centre area by working with landlords and owners in line with the Town Vitality Plan
- k) Work with Cheshire East Council and others on bringing forward key priorities in the Congleton Town Centre Vitality Plan.

### 5. Reporting to Committee

- a) Working Group minutes will be approved by the Finance and Policy Committee and published on the Town Council Website.
- b) Any decisions will be referred to the Finance and Policy Committee, or another Council Committee as required.