



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

28th September 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 5th October 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

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

Tel: **01260 270350**

Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk

AGENDA

1. Apologies for absence

Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance.

2. Minutes of Previous Meetings

To approve and sign [the minutes of the Finance and Policy Committee held on 20th July 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.

5. Questions from Members of the Public

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

6. Urgent Items

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

7. Grant Approvals and Commitments (Enclosed)

To receive a statement showing the current position as at 31st August 2023.

8. New Applications for Financial Assistance (Enclosed)

8.1- Aura CIO- GR09/2324

8.2- The Old Saw Mill- GR13/2324

8.3- Friends For Leisure- GR15/2324

8.4- Beartown Patchwork & Quilters- GR16/2324

9. New Grant Activities Monitoring Forms (Enclosed)

To receive the New Grant Activities Monitoring Forms from:

- 9.1- Congleton Partnership GR01/2223
- 9.2- The Green Tree House- GR17/2223
- 9.3-The Old Saw Mill- GR12/2223
- 9.4- Sol Theatre School – GR04/2324
- 9.5- Friends for Leisure – GR14/2122

10. Management Accounts (Enclosed)

To receive the management accounts to 31st August 2023.

11. Bank Reconciliation (Enclosed)

To receive and consider the bank reconciliation as at 31st August 2023.

12. Savings Account Balances (Enclosed)

To receive the Savings Account balances as at 31st August 2023.

13. List of Payments (Enclosed)

To receive and approve the Payments List from 1st June 2023 to 31st August 2023.

14. Supplier Payment

To approve payment of invoice from Cheshire East Council for CCTV Charges for 2023-2024, total due £11,456.69 (£9,547.42 to budget line 303-4164 CCTV, plus £1,909.45 VAT) which is year 3 of a 3 year agreement.

15. Investment Policy and Strategy Review (Enclosed)

To approve the updated Investment Policy and Investment Strategy and to recommend these to Council for approval and adoption into the Constitution.

16. Annual Governance & Accountability Report: Conclusion of Audit 2022-2023 (Enclosed)

To receive the Notice of Conclusion of Audit for year ending 31st March 2023

17. Internal Audit Report:2023-2024 (Enclosed)

To receive the First Interim Internal Audit Report for 2023-2024.

18. Direct Debit and BACS (Enclosed)

To note the Direct Debit list, to approve that Direct Debit and BACS payments continue for relevant suppliers, and recommend to Council for approval.

19. Rotary Bonfire (Enclosed)

To approve to underwrite the Rotary Bonfire event up to £5,000 and recommend this to Council for approval on 12th October 2023.

To: Members of the Finance & Policy Committee

Cllrs: 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
COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	5 th October 2023 7.00 pm	LOCATION	Town Hall
REPORT FROM	Serena Van Schepdael: RFO		
AGENDA ITEM	4		
REPORT TITLE	Outstanding Actions		
Background	This paper gives members an update on actions from items discussed at the previous meeting of the Finance and Policy Committee. These items do not need a full paper and are either ongoing issues or confirmation of completion or resolution.		
Updates	<p><u>Meeting Date: 20th July 2023</u> <u>Minute Reference: FAP/11/2324 ICT Policy Update</u> <u>Resolution:</u> FAP/11/2324 RESOLVED to approve the updates to the ICT Policy, and recommended the updates to Council for approval and adoption into the Constitution, with amendments: 1: Training to be compulsory</p> <p>Update: Presented to Council on 10th August 2023, who resolved: CTC/34/2324 Resolved to refer the ICT policy back to the Finance and Policy Committee / RFO to develop an updated policy for approval.</p> <p>This action is still outstanding.</p> <p><u>Meeting Date: 20th July 2023</u> <u>Minute Reference: FAP/13/2324 Budget Virement Request</u> <u>Resolution:</u> FAP/13/2324 RESOLVED to approve the Virement request and recommend this to Council on 10th August 2023 for approval.</p> <p>Update: This is being presented on 12th October 2023 for approval.</p>		
Decision Requested	To Note this Report		

Aug-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	1,875.00	2,625.00	31/07/2023
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	639.00	894.00	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	18,514.00	3,519.00	
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

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	7.00pm 5 th October 2023	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	8 New Applications for Financial Assistance Cover Report		
Background	The current available balance for Permitted Financial Assistance applications is £10,683. The total for applications presented for permitted grants is £10,638. Including this meeting, there are 4 remaining Finance and Policy meetings during the 2023-2024 Financial year.		
Updates	The new Grants Policy Criteria was approved by Council on 5 th August 2023, a copy can be found here: CONGLETON TOWN COUNCIL-DRAFT GRANTS & FUNDING POLICY (congleton-tc.gov.uk)		
Details	<p><u>8.1 Aura CIO</u> They have applied for a grant of £250 which is to go towards a total project cost of £900.92 to provide a six week course for Drama Therapy and Mental Wellbeing. They run classes in Congleton. Information on the Charity can be found at: https://auracio.org.uk/. They have no previous grant awards. According to the form, the group have other fundraising totals of £500.</p> <p><u>8.2 The Old Saw Mill</u> They have applied for a grant of £250 towards a project cost of £2,500, the project is to insulate the Café area. They received a grant of £750 in January 2023. According to the form they have other fundraising totals of £1,000.</p> <p><u>8.3 Friends for Leisure</u> They have applied for a grant of £1,000 towards a project cost of £3,200, the project is to support the CYG and 15 UP group activities. Information of the group can be found here: friendsforleisure.org.uk and accounts can be found on line here: Friends For Leisure. According to the form they have other fundraising totals of £1,920, plus £300 pending.</p> <p><u>8.4 Beartown Patchwork & Quilters</u> They have applied for a grant of £500 towards a project cost of £2,016, the project is the 2024 Ruby Exhibition. According to the form they have no other fundraising totals but do have a cash contingency.</p> <p>Details correct at the time of Agenda publish date, verbal updates on applications will also be provided by the RFO where needed.</p>		
Decision Requested	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)	GR09-2324
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1.1	Applicant(s):	Sam Boden - Volunteer
1.2	Representing:	Aura CIO (charity no 1196271)
1.3	Email Address:	auracio21@gmail.com
1.4	Tel No.	██████████
1.5	Project Title:	Aura - Drama Therapy Group to support Mental Wellbeing
1.6	Project Objectives:	To support people's mental wellbeing - particularly residents of Congleton. The objectives will be to provide a free-of-charge, safe space for people to express their emotions and speak to a counsellor for support, helping to improve mental wellbeing. The groups will also help with promoting the arts, boosting people's confidence and social skills, reducing loneliness, and provide support for people of any background.
1.7	Brief Project Description:	The grant would enable Aura to put on our first free 6-week long drama therapy group in Congleton, which we would hope to replicate throughout the year. These groups will use drama and the arts to help people express their emotions through acting and improvisation – as well as boosting mental wellbeing, it also gives people the opportunity to explore their creativity, develop new skills, and build social friendships. The courses will be structured across a six week period, offered free of charge and held in Congleton. The first group will be open to adults initially, with no other restrictions on entry. (Children's sessions will be reviewed for future courses).
1.8	Details accounts/budgets	We are a newly registered charity and don't have audited accounts currently. We have recently received a grant from the National Lottery for digital equipment, creation of a website, and training.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	£900.92 for one 6 week long course
2.2	Total contribution sought:	£250
2.3	What will the money be spent on?	Drama props and resources (including costumes, masks, literature, and character props), room hire, refreshments, advertising of the sessions.
2.4	Any ongoing costs:	We hope to host more than one six week course, which would incur additional room hire fees. However, the props and drama resources will be able to be reused in future sessions without incurring any additional costs.

2.5	Details of confirmed match funding include source Cash: In kind:	Confirmed additional funding: £500 from a local business (Click Dealer Ltd) Volunteer resources: trained counsellor, drama therapy co-ordinator, volunteers to administer and advertise the sessions. We have confirmed commitment from the volunteers.
2.6	Resources needed:	Volunteer's time has been committed. Once we have funding in place to cover the costs - we will secure room hire, purchase props to use in the drama groups, and begin advertising.
2.7	Estimated timescale of project from start to finish:	Project will run over 6 weeks - but we estimate it will take 8-12 weeks from funding being secured to completion of the first course (as well as follow up activities).

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	The benefits to residents in Congleton will be access to free drama therapy group sessions to work through emotions to improve their mental wellbeing, build social skills, explore their creativity, and help combat loneliness. Engaging in the arts has long been shown to have many benefits for one's sense of well-being – Arts Council England's review has successfully shown that: 'from a 37% reduction in GP visits to a 68% improvement in mental health symptoms, the research says art on prescription works' (http://www.artscouncil.org.uk/arts-culture-and-wellbeing) We have a waiting list of over 35 people , including those who have been referred to us by GPs/ health service providers in Congleton who are waiting to access mental health support. This project will benefit the residents through free access to these services. It will also help promote the arts as a form of wellbeing in the local area.
3.2	Are there similar services/projects provided in the area	We are not aware of another free of charge drama therapy group in the local area. Aura was started due to a lack of free mental health support particularly for the families and friends of people going through a traumatic life experience. The referrals from local providers to Aura is due to a lack of other free and accessible support in the area - so we know there is a need for this service. The drama therapy groups will mean we can help more people, particularly those who would benefit from support in a group setting, where there will also be access to a trained counsellor for additional support.

Part 4: Evaluation

4.1	How will the project be evaluated and who will carry out the evaluation?	The project evaluation will be carried out by Aura's volunteers. We will evaluate the project through feedback from the attendees on the impact the drama therapy groups have had on their mental wellbeing. We will use this to confirm the project met the objectives and delivered benefits to the local people who attended.
4.2	Describe how you will promote the Town Council in your project.	The Town Council will be promoted on our social media and website (once live). We're also happy to submit press releases to the local media including mention of the support from the Town Council.
4.3	Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES

Signature: 

Date: 18/06/2023



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

<u>1: CONTACT DETAILS</u>	
Name of Organisation:	The Old Saw Mill Community Benefit Society Limited
Address of Organisation:	Unit 1 Back River Street Congleton
Name of Applicant:	Edward Banbridge
Position:	Volunteer
Telephone Number:	██████████
Email address:	██████████
Website:	https://www.theoldsawmill.org/
Registration Number (If relevant)	8235
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Community Benefit Society
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	
The purpose of the Old Saw Mill is to work for the benefit of the community of Congleton as a volunteer-led organisation which challenges social isolation, supports and enhances community cohesion and works to create a better, fairer and environmentally sustainable town.	

3: COST DETAILS/ RESOURCES/ TIMETABLE									
Project Title:	Insulation of The Old Saw Mill Cafe								
Project Objectives:	Energy conservation and Improved customer comfort								
Brief Project Description:	The Café suffers from virtually no insulation. In the short term we aim to insulate the ceiling, windows and to create an airlock from the outside. This is part of a wider insulation and sustainable energy plan. We have funding for Solar panels and a plan to fully insulate the building using sustainable materials where possible.								
Total Cost of Project	£2,500								
Total contribution sought:	£250 or within the Council's discretion.								
Details of cost breakdown and budgets:	<table border="0"> <tr> <td>Hemp Ceiling insulation</td> <td>£800</td> </tr> <tr> <td>Fireboard for ceiling</td> <td>£200</td> </tr> <tr> <td>Perspex Secondary double glazing Kit</td> <td>£500</td> </tr> <tr> <td>Internal door and fittings</td> <td>£1,000</td> </tr> </table>	Hemp Ceiling insulation	£800	Fireboard for ceiling	£200	Perspex Secondary double glazing Kit	£500	Internal door and fittings	£1,000
Hemp Ceiling insulation	£800								
Fireboard for ceiling	£200								
Perspex Secondary double glazing Kit	£500								
Internal door and fittings	£1,000								
What will the money be spent on?/ Resources needed:	All monies to be spent on materials (as above). Labour will be provided free of charge by volunteers								
Any ongoing costs:	None, future insulation projects to be carried out next year.								
Details of confirmed match funding, include source Cash/Grant: In kind:	£1,000 from private individual.								
Estimated timescale of project from start to finish:	2 weekends of labour. Aim is for completion by end October 2023								
4: POTENTIAL BENEFITS/ OUTPUTS									
What are the potential benefits/outputs to residents of Congleton	This will add a warm public space for Congleton residents. The sustainability of the facility will be enhanced. The Old Saw Mill has a multitude of community benefits that will be made more sustainable with a reduction of ongoing costs								
Are there similar services/ projects provided in the area	Yes. There are several broader services provided by the OSM that are not provided elsewhere (e.g Community meal delivery service and Apple juicing products)								
5: EVALUATION									

How will the project be evaluated and who will carry out the evaluation?	Will receive customer feedback on improved café comfort. We monitor our energy use via metering/bills. We can provide reporting on these items on request.
Describe how you will promote the Town Council in your project.	The OSM is connected via its customers, website, local media and social media. We will acknowledge supports of this project via these means.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES

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 \(congleton-tc.gov.uk\)](https://congleton-tc.gov.uk)
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Signed:	Edward Bainbridge	Date:	10/09/2023
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council, High Street, Congleton , CW12 1BN



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

<u>Application Reference (Office use only):</u>		GR14/2324
<u>1: CONTACT DETAILS</u>		
Name of Organisation:	Friends for Leisure	
Address of Organisation:	Albert Chambers Canal Street Congleton CW12 4AA	
Name of Applicant:	Claire Addis	
Position:	Fundraising and Marketing Coordinator	
Telephone Number:	01260 275333	
Email address:	[REDACTED]	
Website:	www.friendsforleisure.org.uk	
Registration Number (If relevant)	1068991	
<u>2: ABOUT YOUR ORGANISATION</u>		
What type of organisation are you?	Registered Charity	
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)		
<p>Friends for Leisure's aims are to establish, promote and develop mainstream leisure and friendship opportunities for children and young people aged 5-21 with any chronic/life-long disability or health condition across Cheshire East. For 28 years we have delivered varied, interesting and accessible activities to these vulnerable individuals:</p> <ul style="list-style-type: none">- 5 fortnightly youth groups in Crewe, Congleton and Macclesfield, supporting disabled young people to mix with peers in a safe, familiar environment. All delivered in community locations so participants feel part of their neighbourhood. Activities range from rock climbing to drumming; meals out to animal encounters; trampolining to arts and crafts- Weekly drama groups and fortnightly ten-pin bowling clubs- Individual buddying/befriending services where a young disabled person is paired with a young volunteer to go out and take part in activities that interest them e.g. cinema, sports clubs, grabbing a coffee etc.		

- Daytime holiday activity programmes
- Family support work
- PALS (Personal and Learning Skills) programme offering longer sessions once a month focusing on skills development for transition to adulthood whilst offering respite to parents/carers

Around 80 young volunteers support our work and build genuine friendships with children through our nationally recognised volunteering programme.

3: COST DETAILS/ RESOURCES/ TIMETABLE

Project Title:	CYG and Congleton 15 Up youth group activities
Project Objectives:	<p>Our project will reduce the loneliness and isolation that so many local disabled children and young people in Congleton continue to experience as a result of their disability. We will make them feel more involved by bringing them together at fortnightly youth groups and taking part in a wide range of leisure activities. This encourages them to believe in their abilities, build confidence, become more independent and enjoy improved mental health and overall wellbeing. Young volunteers (mostly aged 15-18) support them at these activities and build friendships with our children as well as build skills themselves that better prepare them for adulthood. Parents and carers additionally benefit from much needed respite from their caring roles, boosting their mental and physical health.</p> <p>At least 50 disabled children and young people from the Congleton area will benefit positively from the project, as well as the same number of parents/carers. We will also work with at least 8 young volunteers.</p>
Brief Project Description:	<p>We will bring disabled children and young people in Congleton together in our local community, with the support of young volunteers, to enjoy friendship and improved wellbeing at our two local youth groups, CYG and Congleton 15 Up. We want to ensure we provide a wide variety of activities in 2024 so funding will enable us to deliver a programme that incorporates something for everyone, using a range of Congleton-based leisure providers/businesses. We want to provide these free-of-charge at the point of access to help our families who are struggling with the current cost-of-living crisis and who will</p>

	often think that leisure activities are a luxury and therefore will look to make savings in this area, yet we know how important it is that their children continue to meet up with friends, relax and learn new skills.
Total Cost of Project	£3,200
Total contribution sought:	£1,000
Details of cost breakdown and budgets:	<p>16 Congleton 15 Up and 16 CYG youth group sessions (1.5 hours each) operating fortnightly during term time = 32 youth group sessions in total.</p> <p>Average cost per session to deliver an activity (this may be arts and crafts materials for the group; a yoga teacher coming in to deliver a yoga class; a personal trainer doing a keep fit session; a drama practitioner delivering a drama class; food and drink for a film night; DJ for a Christmas party etc.) = £100. (activities costs have continually increased considerably over the past 18 months)</p> <p>£100 x 32 sessions = £3,200</p>
What will the money be spent on?/ Resources needed:	As mentioned in above section costs can vary per session, but on average it costs £100 per session to hold a particular activity/event/themed night. It will be different each time and depends on the cost of materials/food/external provider costs. Your support would mean we could deliver 10 of our 32 sessions solely with your funding.
Any ongoing costs:	We have additional costs relating to salaries/sessional costs/overheads but we are not applying for these as they are ongoing costs and not eligible to request under this fund.
Details of confirmed match funding, include source Cash/Grant: In kind:	<p>Cash/grant: Cheshire East Council - £1,920 CONFIRMED</p> <p>PENDING - £300 Lee and Bakirgian Family Charitable Trust (have received donations year-on-year so high chance of success in 2024).</p> <p>In kind: the support time given to us by our volunteers</p>
Estimated timescale of project from start to finish:	2 nd January 2024 for one year
<u>4: POTENTIAL BENEFITS/ OUTPUTS</u>	
What are the potential benefits/outputs to residents of Congleton	<p>For local disabled children and young people:</p> <ul style="list-style-type: none"> - Being offered a wider range of activities at Congleton youth groups that exposes disabled children to exciting experiences, sometimes challenging, other times relaxing and supportive - Raised aspirations – focus on their abilities, not their disabilities, and realise they can strive for whatever they want in life - A strong network of friends

	<ul style="list-style-type: none"> - Reduced isolation and loneliness - Increased levels of confidence and self-esteem - Increased levels of independence - Development of essential life and social skills - Dedicated time to relax and have fun in safe, inclusive, accessible environments - Increased participation in the local Congleton community <p>For parents/carers:</p> <ul style="list-style-type: none"> - Increased respite time to have a break from caring and enjoy their own leisure time in Congleton - Increased confidence in their child's abilities <p>Young volunteers:</p> <ul style="list-style-type: none"> - Increased skills - Increased awareness and understanding of disability issues - More active citizens who care more about their local Congleton community
<p>Are there similar services/ projects provided in the area</p>	<p>The other local charities offering support to disabled people generally continue to be groups like Ruby's Fund, Everybody Sport & Recreation, Space4Autism and Cheshire Buddies. We also have great youth organisations like Cre8 and Visyon. We work in partnership with these charities wherever possible to ensure we complement each others services. We are unique in that we use so many volunteers as well as promote strong integration into the Congleton community. We also ensure all our activities are designed in conjunction with our disabled young people. Most of our staff and Trustees are also Congleton residents.</p>
<p><u>5: EVALUATION</u></p>	
<p>How will the project be evaluated and who will carry out the evaluation?</p>	<p>We continue to use our tried-and-tested methods of evaluation, which are undertaken predominantly by our Project Worker Central for the Congleton area. For every child who accesses FFL services, a comprehensive review is undertaken initially to establish a baseline from which outcomes achieved are measured against during regular distance travelled reviews. We use our Outcomes Quiz to help us with this. The data is then stored in our secure, bespoke charity database. Children, parents/carers and volunteers are also asked for regular feedback through informal chats, online surveys, emails and 'Club Captain' consultations (young person reps who chat with their peers and feed back to us).</p> <p>Every activity session is also evaluated by our Project Worker. A full end of year evaluation will be put together at the end of 2024 to review the overall impact of our youth groups. This will be written by the Charity Manager, Activity Coordinator and Project Worker Central.</p>
<p>Describe how you will promote the Town Council in your project.</p>	<p>We will be very grateful for your support so will ensure that we promote the Town Council's involvement as much as possible. We will announce our grant immediately on social media as well as our website, newsletter and send a press release to the Congleton</p>

	<p>Chronicle. We will ask for a photo opportunity if that is desired. We will display your logo on all of our youth group activity flyers. We will also encourage other Congleton-based groups to apply for a grant should we feel it would be beneficial to their local work.</p> <p>If you have any other promotional activity requirements please do let us know and we will make sure we undertake them.</p>
<p>Please acknowledge you have read our Grant Application Criteria</p>	<p>Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk)</p> <p>I have read the policy: YES</p>

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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<p>Signed:</p>	<p>REDACTED</p>	<p>Date:</p>	<p>19th September 2023</p>
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council, High Street, Congleton , CW12 1BN



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

<u>1: CONTACT DETAILS</u>		GR15/2324
Name of Organisation:	Beartown Patchwork & Quilters	
Address of Organisation:	Wellspring Church 100 Canal Road Congleton CW12 3AP	
Name of Applicant:	Donna Hanmer	
Position:	Ruby Exhibition Co-ordinator	
Telephone Number:	[REDACTED]	
Email address:	[REDACTED]	
Website:	www.beartownpandq.co.uk	
Registration Number (If relevant)		
<u>2: ABOUT YOUR ORGANISATION</u>		
What type of organisation are you?	Community of Patchwork and Quilters	
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)		
<p>Beartown Patchwork & Quilters started 39 years ago with a group of ladies meeting in their own homes and is now a large vibrant group meeting twice a month in Congleton, Cheshire. We welcome members from surrounding areas who have an interest in Patchwork and Quilting. Our regular activities include speakers, challenges, social sewing evenings and 'makes'. If you are struggling with a technique or new skill there is always someone who can help and we have a library of books and equipment that we loan out. This group is suitable for those who enjoy traditional, modern, contemporary or art quilts. The 'Show and Tell' at the beginning of each meeting shows the depth and breadth of skills, techniques and diversity of our members.</p> <p>The group also create quilts for donation various charities such as: Quilt for Care Leaves (Q4CL), Linus quilts. This exhibition will be supporting Ruby's Fund through raffling quilts made by group members.</p>		

3: COST DETAILS/ RESOURCES/ TIMETABLE																																											
Project Title:	2024 Ruby Exhibition of Beartown Patchwork & Quilters																																										
Project Objectives:	The exhibition will: 1) celebrate the skills and expertise of members of the Beartown Patchwork and Quilters 2) Inform visitors of this heritage art/craft of patchwork and quilting in all its forms																																										
Brief Project Description:	Beartown Patchwork and Quilters group was established 40 years ago and now has a thriving membership of over 50 people. We want to take this opportunity to engage the general public in patchwork and quilting by showing work of various styles and techniques and its place in our heritage. Through this we also hope to attract more people into this craft by showing the diversity and informing interested parties of the learning opportunities.																																										
Total Cost of Project	£2,016																																										
Total contribution sought:	£500																																										
Details of cost breakdown and budgets:	<table border="1"> <thead> <tr> <th>Item</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Town hall hire - Deposit 50% at £240.00</td> <td>£480.00</td> </tr> <tr> <td>Quilt stand hire</td> <td>£81.00</td> </tr> <tr> <td>Travel for collection and return of quilt stands</td> <td>£99.00</td> </tr> <tr> <td>Advertising: Congleton chronicle</td> <td>£139.70</td> </tr> <tr> <td>Printing (fliers, posters, rafffle tickets)</td> <td>£330.00</td> </tr> <tr> <td>Gambling Licence (for Raffle)</td> <td>£40.00</td> </tr> <tr> <td>Sundries</td> <td>£50.00</td> </tr> <tr> <td>Commemorative enamel badges for ruby year</td> <td>£100.00</td> </tr> <tr> <td>Founding member gifts</td> <td>£100.00</td> </tr> <tr> <td>Insurance through Quilter's Guild</td> <td>£80.00</td> </tr> <tr> <td>Administration</td> <td>£50.00</td> </tr> <tr> <td>Ruby challenge quilt</td> <td>£100.00</td> </tr> <tr> <td>Raffle lap quilt wadding</td> <td>£15.00</td> </tr> <tr> <td>Group quilt 2023:</td> <td></td> </tr> <tr> <td>Long arm quilting fee</td> <td>£110.00</td> </tr> <tr> <td>Wadding</td> <td>£28.00</td> </tr> <tr> <td>Fabric</td> <td>£126.08</td> </tr> <tr> <td>Festival of quilt submission of group quilt</td> <td>£38.00</td> </tr> <tr> <td>Festival of quilt postage of group quilt</td> <td>£50.00</td> </tr> <tr> <td>Total</td> <td>£2,016.78</td> </tr> </tbody> </table>	Item	Cost	Town hall hire - Deposit 50% at £240.00	£480.00	Quilt stand hire	£81.00	Travel for collection and return of quilt stands	£99.00	Advertising: Congleton chronicle	£139.70	Printing (fliers, posters, rafffle tickets)	£330.00	Gambling Licence (for Raffle)	£40.00	Sundries	£50.00	Commemorative enamel badges for ruby year	£100.00	Founding member gifts	£100.00	Insurance through Quilter's Guild	£80.00	Administration	£50.00	Ruby challenge quilt	£100.00	Raffle lap quilt wadding	£15.00	Group quilt 2023:		Long arm quilting fee	£110.00	Wadding	£28.00	Fabric	£126.08	Festival of quilt submission of group quilt	£38.00	Festival of quilt postage of group quilt	£50.00	Total	£2,016.78
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What will the money be spent on?/ Resources needed:	Printing Quilt Stand Hire Advertising
Any ongoing costs:	N/A
Details of confirmed match funding, include source Cash/Grant: In kind:	Cash: We have a contingency fund from membership fees to cover some of the costs of the exhibition. In kind: Committee members are all volunteers. Members are volunteering to work at the exhibition. Local photographers are supporting advertising and recording the event.
Estimated timescale of project from start to finish:	Planning started in September 2022 and will complete in July 2024
<u>4: POTENTIAL BENEFITS/ OUTPUTS</u>	
What are the potential benefits/outputs to residents of Congleton	Patchwork and quilting seen as a potential leisure opportunity. Opportunity for visitors to find out more about this art/craft by talking to 'Quilting Angels' on duty at the exhibition, as well as creators of the exhibits. Greater understanding of the diversity of patchwork and quilting and its role in our heritage New members welcome and visitors can find out more about the learning opportunities.
Are there similar services/ projects provided in the area	Other patchwork and quilter groups can be found in other areas local to Congleton, but these are generally smaller. We can signpost visitors to their local groups.
<u>5: EVALUATION</u>	
How will the project be evaluated and who will carry out the evaluation?	Numbers of visitor and visitor feedback. Post exhibition members meeting to discuss what worked and what we could do better next time. The exhibition committee will gather the evidence and report back.
Describe how you will promote the Town Council in your project.	Congleton Town Council will be listed as sponsors on all our advertising, catalogues, other literature and on our website (www.beartownpandq.co.uk)
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO

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)
-

Signed:	D.Hanmer	Date:	19/09/2023
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	Congleton Partnership
Address:	Congleton Town Hall

2. Grant Information			
Grant Reference Number:			
Total project cost:	£14000		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	
Please list receipts below: The project was part of a crowdfunding campaign with 43 backers in total.		

3. Project Information		
When did the project commence?		Fundraising began in Apr 2022
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
This inclusive wheelchair roundabout can accommodate a wheelchair and carers. Two users can sit and more can stand if they choose to do so. The wide central space facilitates a range of wheelchairs. Bump stops on both sides give a position to apply the wheelchair roundabout brakes. The 'roll on roll off' design enables users to exit in a forward position. Children can stand on the scooter using their outer foot they can propel the roundabout with ease.		
The roundabout was installed and operational March '23.		

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

Every playground should have play equipment for all children, play is beneficial for children of all ages and if a child has a disability, outdoor play can be so important. If a child has a disability their options can be limited, inclusive play equipment increases confidence, helps to improve social skills, can improve physical and mental health. It's important for families with disabled and able-bodied children to be able to play together, this piece of equipment provides fun for all children and carers/parents - fun for the whole family! It also helps children to make positive relationships and learn not to bully or discriminate.

Children learn through play, providing an inclusive supportive environment should be the top aim for any play facility.

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)

Press release and on the space hive website.

5. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

Very easy

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)	n/a			



Congleton
Town Council

Town Council Grant

Activities Monitoring Form

1. Contact Details

Organisation name:	THE GREEN TREE HOUSE FOOD CLUB CHARITY
Address:	20 LAWTON STREET CONGLETON CW12 1RP

2. Grant Information

Grant Reference Number:	GR17 2223		
Total project cost:	£750-00		
Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£965-00	

Please list receipts below:
 Receipts were emailed to Serena Vanschepdel before funding payment was released.

3. Project Information

When did the project commence?	14/12/23
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

THE PROJECTED RE STARTED ON THE 14/12/23 AS THIS WAS THE REOPENING DAY OF THE FOOD CLUBS NEW PREMISES AND AFTER RENOVATIONS. THE FOOD CLUB IS AN ONGOING PROJECT.

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

the funding helped to buy 2 food pallets to re-stock the food club which was a massive boost and help to the charity after the large ongoing costs of the renovation of new premises. With the reopening of the food club the local people have been able to purchase food at cost price to support them through the cost of living period. As one member stated "it's a life saver".

4. Promotion

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

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

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

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

We thanked Congleton town Council on a Facebook post and also at the speech on the opening ceremony day.

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?

The grant was very accessible and Admin staff @ the Council were very helpful and supportive

How did you apply? Online Email Post

Do you feel that you understood the process? Yes No

Please rate the following elements:

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



Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	The Old Saw Mill
Address:	Back River Street CW12 1HJ

2. Grant Information	
Grant Reference Number:	GR12/2223
Total project cost:	£2837.76 (4896 bottles, tops, shrinks, boxes) Cost of power for sterilisation 360KWH @ 61.5p = £221.40

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

3. Project Information		
When did the project commence?		August 2022
Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Please explain what difference the project has made to your organisation/local people:		
We were able to produce around 5000 bottles of apple juice and 600 litres of sider using apples exclusively sourced from local residents' gardens, thus reducing the waste of perfectly good apples and using them to finance the Old Saw Mill.		

4. Promotion	
Please send an electronic photograph of your project/activity. Is this attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
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 <input type="checkbox"/> No <input type="checkbox"/>	

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)
It will be announced in our monthly newsletter which is emailed to local residents.

It will also be acknowledged in the Chronicle.

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?

Following a long process of negotiation and due diligence we were advised by Mr McGifford to make this application.

It was disappointing that our application, which was submitted on 10th September failed to be tabled at the November committee meeting due to an oversight in the office. This resulted in the application being subject to the £750 limit.

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

Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	SOL THEATRE SCHOOL
Address:	[REDACTED] [REDACTED]

2. Grant Information			
Grant Reference Number:	GRO4	2324	
Total project cost:	£19,000		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	
Please list receipts below: N/A AS USED TO PAY STUDENT FEES.		

3. Project Information		
When did the project commence?	7-8-2023	
Did you make a profit from the project? Yes <input type="checkbox"/> No <input type="checkbox"/>		
WE ANTICIPATE MAKING A SMALL PROFIT HOWEVER CANNOT CONFIRM THIS UNTIL ALL ITEMS HAVE BEEN PAID FOR AND TICKET SALE REVENUE HAS BEEN RECEIVED. THIS WILL SHOW IN OUR FULL YEAR ACCOUNTS.		

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

THIS FUNDING ALLOWED A COUPLE OF STUDENTS TO ATTEND THE SUMMER SCHOOL, GIVING THEM THE OPPORTUNITY TO MAKE NEW FRIENDS, LEARN NEW SKILLS AND BOLSTER THEIR CONFIDENCE. THESE STUDENTS HAD BEEN AFFECTED BY THE PANDEMIC.

4. Promotion

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

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

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

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

WE THANKED THE TOWN COUNCIL IN THE PROGRAMME AND GAVE COMPLIMENTARY SEATS ANNOUNCING THIS AT THE BEGINNING OF THE SHOW.

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?

IT WAS EXTREMELY EASY TO APPLY AND WE WERE KEPT WELL INFORMED THROUGHOUT THE PROCESS.

How did you apply? Online Email Post

Do you feel that you understood the process? Yes No

Please rate the following elements:

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



Town Council Grant

Activities Monitoring Form

1. Contact Details

Organisation name:	Friends for Leisure
Address:	Albert Chambers, Canal Street, Congleton, CW12 4AA.

2. Grant Information

Grant Reference Number:	Unknown	Project name - FFL 'Back to Business' post-covid Congleton Youth Groups	
Total project cost:	£19,000		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	N/A [£1,000 grant]
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Please list receipts below: Payslips already sent in February 2023 – can be resent if required.

3. Project Information

When did the project commence?	End April 2022		
--------------------------------	----------------	--	--

Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Please explain how the grant money was used:

The £1,000 grant was used to contribute towards the salary of our Project Worker Central who manages all support and activities across the Congleton area for disabled children & young people and their families. It was spent over one year and helped us ensure that we had a project worker in post in order to deliver regular youth group sessions as well as support volunteers and also provide unlimited family support to children's parents/carers.

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

We are pleased to report that, even with a change in staff, we were able to get all of our Congleton services back to 'normal' and provide regular fortnightly CYG and 15Up youth groups as well as holiday activities and volunteering opportunities. This gave stability to our disabled children and young people in Congleton, something they value highly. A wide range of safe, accessible activities meant that they were able to enjoy an improved quality of life and enjoy positive differences in their lives, including:

- Increased independence
- Improved confidence and higher levels of self-esteem
- Improved friendships or brand new friends made
- Better communication and social skills
- Fewer feelings of loneliness and increased inclusion in their local community
- Building of essential life skills
- Increased opportunities to have fun and relax, something all disabled children deserve

Young volunteers involved with the project also benefited from becoming more active citizens in their local community, increasing their awareness around disability and the challenges disabled people face in life, as well as learn new skills that better prepare them for the future.

We were able to confirm these positive differences through online surveys, informal chats, staff activity evaluations and observations, parent interviews and Club Captain consultations (young person representatives that consult with all of young people and act as the 'voice' for all).

What was best about this service is that our children were able to mix with peers as well as volunteers and their local community to feel more included, confident and enjoy everything Congleton has to offer whilst aspiring to achieve more because they have been shown to focus on their abilities, not their disabilities.

51 disabled children and young people living in Congleton were registered for these services. All received general support from our project worker, as well as the same number of parents/carers. 36 children attended youth groups and/or holiday activities over the year and benefited positively. 13 young volunteers supported the Congleton groups.

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)

Social media posts (Facebook/Twitter/Instagram); website news piece; press release sent to Chronicle; word of mouth to parents at youth groups; activity flyer

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?

We are always so grateful for the support Congleton Town Council has given Friends for Leisure in the past. Without funders like you we would not be able to deliver our services in full across Congleton to disabled children & young people and their families.

The only suggestion we have is that it is often really helpful to receive funding at the point of notification rather than in arrears as we do not make profits and cashflow can be under strain if we have to spend first and then receive that money later. However, if this is the only way you can operate we would not want to jeopardise our chances of receiving future grants!

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

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	7.00pm 5 th October 2023	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	10 Management Accounts		
Background	Variance analysis for the period to 31 st August 2023 to accompany the attached spreadsheets in Appendix 10.1		
Updates	<p>These figures cover the financial period to 31st August 2023, month 5, which represents 41.7% of the budget. (Percentages in this report rounded up /down and are based on full budget figure, month 5 figures provided for information)</p> <p>Please see summary sheet (Appendix 10.1) for notes, we are almost halfway through this financial year.</p> <p><u>Finance and Policy Committee</u> Committee budgets stand at 39% expenditure and 50% income received.</p> <p><u>101-Corporate Management</u> 39% expenditure spend and 50% Income received. One instalment of the Precept received; second one was paid early September this will show in the next set of management accounts. A report is being presented to Council on 12th October 2023 to approve an overspend of £1,200 on the subscriptions budget line in order to purchase a bolt-on accounts package to our system which will provide software to move forward in the booking and sales invoicing system.</p> <p><u>102-Democratic/Civic</u> 43% expenditure spend, no issues to note.</p> <p><u>107-Grants</u> £10,638 remains available for Financial Assistance Applications.</p> <p><u>109- Capital</u> No issues to note. Loan repayments are due September and end of March/early April 2024.</p> <p><u>Community and Environment Committee</u> Committee expenditure budgets stand at 16.6% expenditure and income at 183%</p> <p><u>215- Floral</u> Budgeted year end expenditure over income is £13,262 currently £11,212. General expenditure at 95%. We are almost at the end of the expected expenditure time period for this cost centre, there are some further costs to be allocated.</p>		

241- Allotments

Nothing to note.

300-Public Realm

Nothing to note.

301- Congleton Partnership

Nothing further to note from the accounts.

302- Community Development

Expenditure at 39%, no issues to note.

303- Crime Reduction

CCTV invoice due to be paid in October 2023, the invoice is being presented to Finance and Policy to approve.

305- Christmas Fayre-Lights

No issues to note to date, expenditure is expected in the next month onwards. (The new Christmas Lights were purchased via the Capital Contingency reserve not this budget centre.)

321-Tourism

No issues to note to date.

351- Luncheon Club

Currently at 45%, budget line is being monitored by RFO and CO.

Town Hall, Assets and Services Committee

46% income and 42% expenditure

201- Paddling Pool

Expenditure is at 34%, at the time of this meeting the season has now ended, Security cost of £12,557 have been invoiced, the invoice is being presented to Council on 12th October to approve. £15,000 was set aside in budgets for the path re-surfacing total spend was £13,125. There is an issue with the water meter which has been ongoing since July 2022, accruals have been made from previous budget to allocate monies to pay invoice once it arrives.

221-Town Hall

45% expenditure spend and 45% income received.

225-Congleton Information Centre

Expenditure is 37% and income 36%. This is the final year of the CEC agreement of which £21,644 is due, the first half has been paid to date.

Direct Sales Income	£39,759
Direct Sales Expenditure	£23,682

	<p><u>Streetscape:</u> Expenditure is 42% and income 49%.</p> <p>No issues to note to date, half of the CEC agreement has been received to date.</p> <p><u>Staffing Costs</u> Currently at 40%. There has been no agreement on a Pay Award to date.</p> <p><u>Ear Marked Reserves</u> Current balances and estimated movement as at Month 5 included for noting.</p>
Decision Requested	<ol style="list-style-type: none"> 1. To approve the Management Accounts for current financial year to 31st August 2023.

Month	5									NOTES
Percentage	41.7%	ANNUAL BUDGET	BUDGET TO M5	ACTUAL SPEND TO M5	£ VARIANCE OF M5 BUDGETS	% SPENT AGAINST M5 BUDGETS	% VARIANCE AGAINST M5 on Budget lines	% SPENT OF ANNUAL BUDGET		
Finance and Policy Committee										
101	Corp Management									
	Staff Costs (re-allocated)	204,445	85,185	79,199	5986	92.97%	-51.27%			P
	Travel	500	208	0	208	0.00%	41.70%	0.0%		
	Training / Conferences	3,000	1,250	567	683	45.36%	-3.66%	18.9%		
	Rent Payable	17,017	7,090	7,090	0	99.99%	-56.29%	41.7%		
	Miscellaneous Office Costs	2,500	1,042	807	235	77.47%	-35.77%	32.3%		
	Telephone/Fax/Internet	2,500	1,092	1,053	39	96.46%	-54.76%	40.2%		
	Postage	2,000	833	71	762	8.52%	33.18%	3.6%		
	Stationery & Printing	3,100	1,292	788	504	61.01%	-19.31%	25.4%		
	Subscriptions & Publications	4,750	1,979	4,311	-2332	217.82%	-176.12%	90.8%		Most subscriptions are due at start of the financial year
	Insurance	13,200	5,500	12,372	-6872	224.95%	-183.25%	93.7%		Paid at start of the financial year
	Computer/IT Costs	18,000	7,500	8,482	-982	113.09%	-71.39%	47.1%		Additional cost for new staff & Councillors
	Photocopy Charges	1,500	625	421	204	67.36%	-25.66%	28.1%		
	Recruitment Advertising	500	208	130	78	62.40%	-20.70%	26.0%		
	Other Advertising	300	125	0	125	0.00%	41.70%	0.0%		
	Bank Charges	1,240	517	314	203	60.77%	-19.07%	25.3%		
	Audit Fees - External	2,100	875	0	875	0.00%	41.70%	0.0%		Accrual input
	Audit Fees - Internal	1,760	733	-96	829	-13.09%	54.79%	-5.5%		Accrual input
	Accountancy Support	5,000	2,083	468	1615	22.46%	19.24%	9.4%		
	Legal & Professional fees	5,500	2,292	41	2251	1.79%	39.91%	0.7%		
	HR & H&S support	4,000	1,667	2,340	-673	140.40%	-98.70%	58.5%		2 quarters paid
	Central Overheads reallocated	-71,460	-29,775	-31,587	1812	106.09%	-64.39%	44.2%		
	Corporate Management-Expenditure	221,572	92,322	86,771	5551	93.99%		39.2%		
	Precept 2022-2023	-1,068,179	-445,075	-534,090	89015	120.00%	-78.30%	50.0%		First half paid
	Interest Receivable	-14,000	-5,833	-5,945	112	101.91%	-60.21%	42.5%		Actual interest received for 23-24 to date £8881
	Miscellaneous Income	0	0	0	0					
	Corporate Management-Income	-1,082,179	-450,908	-540,035	89127	119.77%		49.9%		
	Net Income Over Expenditure	-860,607	-358,586	-453,264	94678	126.40%		52.7%		
102	Civic									
	Staff Costs (re-allocated)	19,129	7,970	7,308	662	91.69%	-49.99%	38.2%		
	Training / Conferences	1,500	625	153	472	24.48%	17.22%	10.2%		
	Stationery & Printing	500	208	0	208	0.00%	41.70%	0.0%		
	Marketing/Promotions	1,000	417	637	-220	152.88%	-111.18%	63.7%		Town Guide launch.
	Council Newsletter	8,000	3,333	3,043	290	91.29%	-49.59%	38.0%		
	Council Website	2,500	1,042	653	389	62.69%	-20.99%	26.1%		
	Mayor's Allowance	3,000	1,250	3,000	-1750	240.00%	-198.30%	100.0%		Paid in full
	Members Expenses	200	83	0	83	0.00%	41.70%	0.0%		
	Civic Expenses	7,000	2,917	3,300	-383	113.14%	-71.44%	47.1%		Mayor Making & Civic Service costs
	Civic Refresh	250	104	0	104	0.00%	41.70%	0.0%		
	Hall & Room Hire	6,500	2,708	2,831	-123	104.53%	-62.83%	43.6%		Dependant on quantity of meetings
	Civic Artefacts and Treasures	750	313	451	-139	144.32%	-102.62%	60.1%		Burgess badges
	Central Overheads reallocated	1,600	667	708	-41	106.20%	-64.50%	44.3%		
	MISC Income	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!		
	Civic-Expenditure	51,929	21,637	22,084	-447	102.07%		42.5%		
107	Grants									
	Initial Grant Commitment	25,000	10,417	1,890	8527	18.14%	23.56%	7.6%		
	Unsubsidised Use	4,500	1,875	1,987	-112	105.97%	-64.27%	44.2%		
	Tfr from EMR Committed Grants	0	0	-2,390	2390		41.70%			
	Specified Grants	32,333	13,472	19,347	-5875	143.61%	-101.91%	59.8%		
	Grants- Expenditure	61,833	25,764	20,834	4930	80.87%		33.7%		
	Capital	46,778	19,491	25,000	-5509	128.27%	-86.57%	53.4%		

Month	5									NOTES
Percentage	41.7%	ANNUAL BUDGET	BUDGET TO M5	ACTUAL SPEND TO M5	£ VARIANCE OF M5 BUDGETS	% SPENT AGAINST M5 BUDGETS	% VARIANCE AGAINST M5 on Budget lines	% SPENT OF ANNUAL BUDGET		

Community and Environment Committee

215	Floral Displays Income	-4,000	-1,667	-5,204	3537	312.24%	-270.54%	130.1%
215	Floral Displays Expenditure	17,262	7,193	16,416	-9224	228.24%	-186.54%	95.1%
	Total Floral	13,262	5,526	11,212	-5686			
241	Allotments Income	-190	-79	0	-79	0.00%	41.70%	0.0%
241	Allotments Expenditure	1,200	500	567	-67	113.40%	-71.70%	47.3%
	Total Allotment	1,010	421	567	-146			
300	Public Realm	3,000	1,250	0	1250	0.00%	41.70%	0.0%
301	Concleton Partnership Income	0	0	-3,259	3259		41.70%	
301	Concleton Partnership Expenditure	22,839	9,516	15,181	-5665		41.70%	194.8%
301	Concleton Partnership C/F	0	0	-57,227	57227		41.70%	
	Total Partnership	22,839	9,516	-45,305	54,821			
302	Community Development Staff Costs	117,571	48,988	44,764	4224	91.38%	-49.68%	38.1%
	Community Development Marketing/Promotions	3,500	1,458	2,525	-1067	173.14%	-131.44%	72.1%
	Community Development Overheads	9,848	4,103	4,353	-250	106.08%	-64.38%	44.2%
	Total Community Development	130,919	54,550	51,642	2,908	94.67%		39.4%
303	Crime Reduction/CCTV Income	0	0	-680	680			
303	Crime Reduction/CCTV Expenditure	10,548	4,395	634	3761	14.43%	27.27%	6.0%
	Total Crime	10,548	4,395	-46	4441			
305	Christmas Favre/Lights Income	-2,000	-833	-325	-508	39.00%	2.70%	16.3%
305	Christmas Favre/Lights Expenditure	22,000	9,167	138	9029	1.51%	40.19%	0.6%
	Total Christmas	20,000	8,333	-187	8520			
310	Neighbourhood Plan	0	0	2,172	-2172			
310	Neighbourhood Plan Tr From EMR	0	0	-2,172	2172			
	Total Neighbourhood Plan	0	0	0	0			
321	Tourism Income	0	0	-1,835	1835		41.70%	
321	Tourism Expenditure	14,000	5,833	6,342	-509	108.72%	-67.02%	45.3%
	Total Tourism	14,000	5,833	4,507	1326			
351	Luncheon Club	11,000	4,583	4,958	-375	108.17%	-66.47%	45.1%

Total Expenditure includes salaries and general expenditures, project budget in Grant section for 23-24
Carry forward balance from 22-23

Town Guide delivery costs £1350

PCSO invoice for Q4 22-23 paid, accrual journal completed. £6,530 total paid

Stall income & donations and Tribute Series ticket sales

Town Hall, Assets and Services Committee

	ANNUAL BUDGET	BUDGET TO M5	ACTUAL SPEND TO M5	£ VARIANCE OF M5 BUDGETS	% SPENT AGAINST M5 BUDGETS	% SPENT OF ANNUAL BUDGET	NOTES	
201	Padding Pool	67,689	28,204	23,255	4949	82.45%	-40.75%	34.4%
221	Town Hall							
	Town Hall - Expenditure	218,355	90,981	97,905	-6924	107.61%	-65.91%	44.8%
	Town Hall - Income	-116,350	-48,479	-52,661	4182	108.63%	-66.93%	45.3%
	Net Expenditure over Income	102,005	42,502	45,244	-2742	106.45%		44.4%
225	Concleton Information Centre							
	CIC - Expenditure	133,130	55,471	49,365	6106	88.99%	-47.29%	37.1%
	CIC - Income	-115,354	-48,064	-39,760	-8304	82.72%	-41.02%	34.5%
	Net Expenditure over income	17,776	7,407	9,605	-2198	129.68%		54.0%
263	Public Toilets	6,700	2,792	1,483	1309	53.12%	-11.42%	22.1%
270	Canotaph	300	125	131	-6	104.80%	-63.10%	43.7%
280	Streetscape							
	Streetscape Expenditure	754,555	314,398	318,329	-3931	101.25%	-59.55%	42.2%
	Streetscape - Income CEC	-459,636	-191,515	-229,818	38303	120.00%	-78.30%	50.0%
	Streetscape - External work income	-15,000	-6,250	-3,631	-2619	58.10%	-16.40%	24.2%
	Streetscape - Other	0	0	0	0			
	Streetscape - Misc Income	-900	-375	-250	-125	66.67%	-24.97%	27.8%
	S/S Income	-475,536	-198,140	-233,699	35559	117.95%		49.1%
	Net Expenditure over Income	279,019	116,258	84,630	31628	72.80%		30.3%
	Total Income	-1,795,609	-748,170	-879,695	915,914	117.58%		49.0%
	Total Expenditure	1,795,609	743,775	682,195	-1,113,414	91.72%		38.0%
	Net Income /Expenditure			-197,500	-197,500			Overall summary includes mayor summary figures not on this sheet
								Overall summary
								Rounding allowed

NOTES

Longterm issue with water meter, since July 2022. Facilities Manager is trying to sort with Water Plus

Personnel

Staff Costs	1,057,591	440,663	423,596	17067	96.13%	-54.43%	40.1%
Personnel with Pay Award for reference							
Permanent Staff Costs - Included budget pay award *1	1,057,591	440,663	444,776	-4113	100.93%	-59.23%	42.1%
Agency Staff	13,500	5,625	0	5625	0.00%	41.70%	0.0%
Total Staff Costs	1,071,091	446,288	444,776	1512	99.66%		41.5%
*1 Budgeted pay award (5%)			21,180				

Conaleton Town Council
Management Accounts 2023-24
 Aug-23
 Page 3/3

Reserves as at 31st August 2023

	1st April 2023			31st August 23	
	BF Balance	IN	OUT	CF Balance	
310 General Reserve	241,636			241,636	
318 Capital Equipment Fund	-	5,000	-3916	1,084	Allocation of Capital budget moved from cost centre & current year purchases
320 Capital Contingency Fund	239,669	20,000	-17484	242,185	Allocation of Capital budget moved from cost centre & current year purchases
321 EMR Elections	20,000			20,000	
322 EMR Business Recovery Fund	5,000		-1796	3,204	
324 EMR Crime Prevention/Traffic calming	7,357			7,357	
325 EMR Committed Grants	2,390		-2390	-	Carrv forward fiures transferred to cost centre
326 EMR Congleton Partnership	57,227		-57227	-	Carrv forward fiures transferred to cost centre
327 EMR Covid/Crisis	3,333			3,333	
330 EMR Ancient Treasures	3,000			3,000	
331 EMR Website	30,151			30,151	
333 EMR Training	6,000			6,000	
337 EMR Toilets	24,012			24,012	
339 EMR Public Realm	8,153			8,153	
340 EMR Legal Fees	46,406			46,406	
342 EMR Tourism	5,576			5,576	
343 EMR Marketing	5,000			5,000	
344 EMR Congleton Neighbourhood Plan	5,807		-2142	3,665	
346 EMR Rotary Bonfire	5,000			5,000	
348 EMR Civic	1,000			1,000	
349 EMR CIL	16,881			16,881	
351 EMR Information Centre	22,011		-5503	16,508	First quarter moved into budget cost centr
353 EMR Ukraine Support	1,948			1,948	Allocated to Grant. will be paid by Jan 24
354 EMR Carbon Offsetting	3,000			3,000	
NEW EMR Property Maintenance	75,000			75,000	
	835,557	25,000	- 90,458	770,099	

Bank Reconciliation Statement as at 31/08/2023
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	31/08/2023	3108	83,831.46
			<u>83,831.46</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			83,831.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			83,831.46
		Balance per Cash Book is :-	83,831.46 
		Difference is :-	0.00

Signatory 1: APPROVED BY CHAIR OF FINANCE VIA EMAIL: 25TH SEPTEMBER 2023

NameSignedDate

Signatory 2:

NameSignedDate

Date: 12/09/2023

Congleton Town Council

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Time: 09:53

Cashbook 1

User: ST

RBS Current/Access Acct

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/07/2023	BACS P/L Pymnt Page 3275	BACS Pymnt	17,177.56	17,177.56					BACS P/L Pymnt Page 3275
01/08/2023	Marks Events Ltd	Reverse	-6,696.58	-6,696.58					P/Ledger Electronic Payment
01/08/2023	Cheshire East Council	DD	2,495.00			4011	221	2,495.00	Business rates
01/08/2023	Prism Solutions	dd	150.58	150.58		501			181578/15937/call charges
08/08/2023	BACS P/L Pymnt Page 3285	BACS Pymnt	1,402.81	1,402.81		501			BACS P/L Pymnt Page 3285
08/08/2023	R Camm	BACS	1,000.00			4168	300	1,000.00	1st Floor Grant
10/08/2023	HM Revenue & Customs PAYE	DD	4,634.71			105		4,634.71	VAT
14/08/2023	West Mercia Energy	dd	4,318.83	4,318.83		501			11375857/15956/cenotaph electr
15/08/2023	Bankline	BACS	96.45			4051	101	96.45	Bank Charges
18/08/2023	BACS P/L Pymnt Page 3291	BACS Pymnt	22,622.52	22,622.52		501			BACS P/L Pymnt Page 3291
18/08/2023	CTC	BACS	87,298.59			515		53,802.59	August Payroll
						525	0	17,654.67	August Payroll
						520	0	15,799.33	August Payroll
						530	0	42.00	August Payroll
21/08/2023	Bank	BACS	11.58			4051	101	11.58	Charges
23/08/2023	EE Ltd	dd	170.52	170.52		501			01287962800/16035/call charges
25/08/2023	BACS P/L Pymnt Page 3299	BACS Pymnt	3,336.04	3,336.04		501			BACS P/L Pymnt Page 3299
25/08/2023	BACS P/L Pymnt Page 3310	BACS Pymnt	417.00	417.00		501			BACS P/L Pymnt Page 3310
25/08/2023	Prism Solutions	dd	1,417.64	1,417.64		501			182706/16103/IT Support
29/08/2023	RBS Credit Card	DD	1,933.07			212		1,933.07	Credit Card Balance Payoff
Total Payments for Month			141,786.32	44,316.92	0.00			97,469.40	
Balance Carried Fwd			83,831.46						
Cashbook Totals			225,617.78	44,316.92	0.00			181,300.86	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy														
MEETING DATE AND TIME	7.00pm 5 th October 2023	LOCATION	Congleton Town Hall												
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)														
AGENDA ITEM REPORT TITLE	12 Savings Account Balances/Investments Update														
Background	To inform the Finance and Policy Committee with the location and balances of the Council’s savings and investments.														
Updates	<p><u>Congleton Town Council – Savings account balances</u></p> <p><u>Balances as at 31st August 2023</u></p> <table border="1"><tr><td>Business Reserve Account</td><td>£</td><td>184,737.54</td></tr><tr><td>Cambridge and Counties 1 year fixed deposit (C&C)</td><td>£</td><td>250,000.00</td></tr><tr><td>CCLA Deposit (Sweeper Account)</td><td>£</td><td>500,100.00</td></tr><tr><td>Total</td><td>£</td><td>934,837.54</td></tr></table> <p><u>Investment Update</u> £100,000 has been transferred from the CCLA to the main RBS current account.</p> <p><u>Current interest rates:</u> RBS:1.45% (Budgeted % was 0.3%) CCLA: 5.1139% (As at 31st August 2023) (Budgeted % was 1.5%) C&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 £11,025. (At 31st May 2023)</p> <ul style="list-style-type: none">• RBS £1,043• CCLA £9,982Future• C&C will be paid in December, 2023-24 allocation approx. £6,300			Business Reserve Account	£	184,737.54	Cambridge and Counties 1 year fixed deposit (C&C)	£	250,000.00	CCLA Deposit (Sweeper Account)	£	500,100.00	Total	£	934,837.54
Business Reserve Account	£	184,737.54													
Cambridge and Counties 1 year fixed deposit (C&C)	£	250,000.00													
CCLA Deposit (Sweeper Account)	£	500,100.00													
Total	£	934,837.54													
Decision Requested	To receive the Savings Accounts balances to 31 st August 2023.														

List of Payments made between 01/06/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	Cheshire East Council	DD	2,495.00		Town Hall Rates
01/06/2023	Prism Solutions	dd	60.26		178004/15679/call charges
06/06/2023	BACS P/L Pymnt Page 3224	BACS Pymnt	9,031.43		BACS P/L Pymnt Page 3224
07/06/2023	Pitney Bowes Ltd	dd	72.00		BL6463877/15767/rental charges
09/06/2023	BACS P/L Pymnt Page 3228	BACS Pymnt	2,226.96		BACS P/L Pymnt Page 3228
12/06/2023	British Telecom	dd	45.47		QO92QV/15708/line service
12/06/2023	West Mercia Energy	DD	23.56		11348575/15702/electric Pool
15/06/2023	Bankline	BACS	83.70		Bank charges
16/06/2023	BACS P/L Pymnt Page 3234	BACS Pymnt	27,145.99		BACS P/L Pymnt Page 3234
16/06/2023	CTC	BACS	85,474.99		June Payroll
20/06/2023	BACS P/L Pymnt Page 3243	BACS Pymnt	48,145.27		BACS P/L Pymnt Page 3243
21/06/2023	RBS Autopay	BACS	14.06		Bank charges
23/06/2023	EE Ltd	DD	169.80		01287902414/15884/charges
26/06/2023	Prism Solutions	dd	1,855.60		Monthly ICT costs
27/06/2023	BACS P/L Pymnt Page 3246	BACS Pymnt	5,692.25		BACS P/L Pymnt Page 3246
28/06/2023	West Mercia Energy	dd	3,758.83		11355596/15739/Town Hall Gas
28/06/2023	RBS Credit Card	DD	149.50		CC Balance payoff
29/06/2023	Pitney Bowes	BACS	12.71		FP return
03/07/2023	Quartix Ltd	dd	550.44		727913/15771/vehicle tracker
03/07/2023	Prism Solutions	DD	123.60		179788/15818/telecoms
03/07/2023	Cheshire East Council	DD	2,495.00		Business Rates
04/07/2023	BACS P/L Pymnt Page 3251	BACS Pymnt	3,692.37		BACS P/L Pymnt Page 3251
04/07/2023	West Mercia Energy	dd	3,616.83		11357687/15783/P Pool elec
05/07/2023	BACS P/L Pymnt Page 3253	BACS Pymnt	3,014.44		BACS P/L Pymnt Page 3253
05/07/2023	Buxtons Forestry & Garden Equi	Correction	-30.58		P/Ledger Electronic Payment
13/07/2023	CTC	008990	134.99		Petty Cash
14/07/2023	BACS P/L Pymnt Page 3256	BACS Pymnt	5,353.32		BACS P/L Pymnt Page 3256
14/07/2023	BACS P/L Pymnt Page 3260	BACS Pymnt	2,013.50		BACS P/L Pymnt Page 3260
14/07/2023	BACS P/L Pymnt Page 3263	BACS Pymnt	28,389.02		BACS P/L Pymnt Page 3263
17/07/2023	Bankline	BACS	73.80		Bank charges
18/07/2023	R Moreton	BACS	3,000.00		Mayoral Allowance
18/07/2023	CTC	BACS	90,193.69		Payroll
20/07/2023	West Mercia Energy	dd	5,102.13		Electric MAY23
21/07/2023	BACS P/L Pymnt Page 3282	BACS Pymnt	400.00		BACS P/L Pymnt Page 3282
21/07/2023	Bankline	BACS	12.64		Charges
24/07/2023	EE Ltd	dd	168.36		01287932628/15996/charges
25/07/2023	BACS P/L Pymnt Page 3275	BACS Pymnt	17,177.56		BACS P/L Pymnt Page 3275
25/07/2023	Prism Solutions	dd	1,956.96		181183/15981/IT support
25/07/2023	Prism Solutions	DD	503.15		Purchase Ledger DDR Payment
25/07/2023	RBS Credit Card	DD	1,111.90		Credit Card Balance payoff
01/08/2023	Marks Events Ltd	Reverse	-6,696.58		P/Ledger Electronic Payment
01/08/2023	Cheshire East Council	DD	2,495.00		Business rates
01/08/2023	Prism Solutions	dd	150.58		181578/15937/call charges

List of Payments made between 01/06/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/08/2023	BACS P/L Pymnt Page 3285	BACS Pymnt	1,402.81		BACS P/L Pymnt Page 3285
08/08/2023	██████████	BACS	1,000.00		1st Floor Grant
10/08/2023	HM Revenue & Customs PAYE	DD	4,634.71		VAT
11/08/2023	BACS P/L Pymnt Page 3288	BACS Pymnt	6,712.95		BACS P/L Pymnt Page 3288
14/08/2023	West Mercia Energy	dd	4,318.83		11375857/15956/cenotaph electr
15/08/2023	Bankline	BACS	96.45		Bank Charges
18/08/2023	BACS P/L Pymnt Page 3291	BACS Pymnt	22,622.52		BACS P/L Pymnt Page 3291
18/08/2023	CTC	BACS	87,298.59		August Payroll
21/08/2023	Bank	BACS	11.58		Charges
23/08/2023	EE Ltd	dd	170.52		01287962800/16035/call charges
25/08/2023	BACS P/L Pymnt Page 3299	BACS Pymnt	3,336.04		BACS P/L Pymnt Page 3299
25/08/2023	BACS P/L Pymnt Page 3310	BACS Pymnt	417.00		BACS P/L Pymnt Page 3310
25/08/2023	Prism Solutions	dd	1,417.64		182706/16103/IT Support
29/08/2023	RBS Credit Card	DD	1,933.07		Credit Card Balance Payoff
Total Payments			<u>486,832.21</u>		

Congleton Town Council
Payments Listing for 1st June to 31st August 2023
Breakdown of Payments made via BACS transfer

Date	BACS Page	Invoice date	Payee Name	Amount Paid	Page Total	Transaction Detail	Total Invoices paid
06/06/2023	3224	28 May 2023	All Saints Community Centre Buglawton	£ 386.00		Luncheon Club	1
06/06/2023	3224	24 May 2023	Congleton High School	£ 233.00		Annual Reports	1
06/06/2023	3224	25 May 2023	Cutler Cleaning Services Ltd	£ 174.64		Park cleaning supplies	1
06/06/2023	3224	28 May 2023	Daneside Theatre	£ 608.00		3rd Party ticket sales	2
06/06/2023	3224	21 May 2023	DC Assist	£ 394.20		Cleaning Services	1
06/06/2023	3224	28 May 2023	DC Assist	£ 204.40		Cleaning Services	1
06/06/2023	3224	23 May 2023	KEMS	£ 57.00		3rd Party ticket sales	1
06/06/2023	3224	26 April 2023	KG Loach	£ 242.28		Compost & Tools	1
06/06/2023	3224	28 April 2023	KG Loach	£ 2,373.66		Compost & Horticultural planting/supplies	1
06/06/2023	3224	02 May 2023	KG Loach	£ 73.14		Wheelbarrow	1
06/06/2023	3224	02 May 2023	KG Loach	£ 526.50		Compost & Horticultural supplies	1
06/06/2023	3224	25 May 2023	KG Loach	£ 1,645.02		Compost & Horticultural planting/upplies	1
06/06/2023	3224	22 May 2023	Lomond Books	£ 83.25		CIC Book sales	1
06/06/2023	3224	24 May 2023	Palatine Paints & Chemicals Ltd	£ 314.76		Pool chemicals	1
06/06/2023	3224	18 May 2023	RVW Pugh Ltd	£ 150.87		Mower parts	1
06/06/2023	3224	20 May 2023	SLCC	£ 470.00		Annual Membership	1
06/06/2023	3224	23 May 2023	Spiral Colour	£ 172.80		Pool signs	1
06/06/2023	3224	24 May 2023	Threadfast Engineers 1984 Ltd	£ 43.98		Sundry repair/tool purchases	1
06/06/2023	3224	22 May 2023	Tudor Environmental Ltd	£ 208.13		PPE	1
06/06/2023	3224	21 May 2023	UK Fuels	£ 669.80		Fuel for vehicles	1
			TOTAL		£ 9,031.43		
09/06/2023	3228	31 May 2023	Buxton Opera House	£ 56.40		3rd Party ticket sales	1
09/06/2023	3228	31 May 2023	Heads Congleton Ltd	£ 15.20		Chronicle sales	1
09/06/2023	3228	31 May 2023	Daneside Theatre	£ 484.50		3rd Party ticket sales	1
09/06/2023	3228	31 May 2023	Gauld Photography	£ 100.00		Photographing service	1
09/06/2023	3228	31 May 2023	The Old Saw Mill CBS Ltd	£ 960.00		Luncheon Club	1
09/06/2023	3228	31 May 2023	Threadfast Engineers 1984 Ltd	£ 12.19		Sundry repair/tool purchases	1
09/06/2023	3228	30 May 2023	Tudor Environmental Ltd	£ 89.40		PPE	1
09/06/2023	3228	28 May 2023	UK Fuels	£ 395.21		Fuel for vehicles	1
09/06/2023	3228	30 May 2023	Zurich Municipal	£ 114.06		Extra insurance	1
			TOTAL		£ 2,226.96		
16/06/2023	3234	06 June 2023	Alpha Omega Securities Ltd	£ 322.13		Event security	1
16/06/2023	3234	09 June 2023	Alpha and Street Legal Tyres Ltd	£ 80.50		Van tyres	1
16/06/2023	3234	12 June 2023	Amberol Ltd	£ 737.70		Hanging basket liners	1
16/06/2023	3234	07 June 2023	J K Ashbrook Ltd	£ 785.30		Digger hire	1
16/06/2023	3234	10 June 2023	ATG London Ltd	£ 45.56		3rd Party ticket sales	1
16/06/2023	3234	02 June 2023	Campey Turf Care Systems	£ 2,943.72		Electric mower	1
16/06/2023	3234	02 June 2023	Campey Turf Care Systems	£ 1,935.96		Mower parts	1
16/06/2023	3234	02 June 2023	Campey Turf Care Systems	£ 2,489.76		Mower batteries	1
16/06/2023	3234	01 June 2023	Canda Copying Ltd	£ 562.80		Photocopying costs	2
16/06/2023	3234	14 June 2023	Congleton Community Projects	£ 160.00		Advert	1
16/06/2023	3234	13 June 2023	Cutler Cleaning Services Ltd	£ 491.38		Cleaning supplies	1
16/06/2023	3234	05 June 2023	D S Drainage Ltd	£ 95.00		Padding pool unblock	1
16/06/2023	3234	01 June 2023	Dawsongroup Sweepers Ltd	£ 3,180.72		Sweeper rental	1
16/06/2023	3234	31 May 2023	DCK Accounting Solutions Ltd	£ 774.00		Accounting services: Year end	1
16/06/2023	3234	01 June 2023	Thomas Fayyorini Ltd	£ 1,141.74		Burgess badges	1
16/06/2023	3234	05 June 2023	Adam Francis Architechural Illustrator	£ 13.20		CIC Local sales	1
16/06/2023	3234	09 June 2023	Full Colour Printing Group (UK) Ltd	£ 2,547.00		Bear Necessities	1
16/06/2023	3234	14 June 2023	Landscape Supplies Company	£ 372.83		Sundry repair/tool purchases & PPE	2
16/06/2023	3234	08 June 2023	Lea	£ 1,200.00		Artwork at Park	1
16/06/2023	3234	09 June 2023	Lomond Books	£ 38.96		CIC Book sales	2
16/06/2023	3234	06 June 2023	Palatine Paints & Chemicals Ltd	£ 629.52		Pool chemicals	2
16/06/2023	3234	03 June 2023	Pitney Bowes Ltd	£ 12.71		Postage costs	1
16/06/2023	3234	05 June 2023	Poppy May	£ 72.80		CIC Local sales	1
16/06/2023	3234	12 June 2023	Prism Solutions	£ 109.14		New email set up	1
16/06/2023	3234	08 June 2023	Screwfix	£ 262.73		Sundry repair/tool purchases	3
16/06/2023	3234	03 June 2023	Thomson Planning Partnership Ltd	£ 606.80		NDP costs	1
16/06/2023	3234	06 June 2023	Toolstation Ltd	£ 13.28		Sundry repair/tool purchases	1
16/06/2023	3234	27 April 2023	Tudor Environmental Ltd	£ 347.40		Sundry repair/tool purchases	4
16/06/2023	3234	09 June 2023	West Walsley Contract Hire	£ 3,427.85		Vehicles lease	1
16/06/2023	3234	01 June 2023	Whitehurst Agricultural & Builders	£ 583.90		Horticultural supplies	1
16/06/2023	3234	01 June 2023	Whitehurst Agricultural & Builders	£ 51.60		Sundry repair/tool purchases	1
16/06/2023	3234	30 April 2023	Wright	£ 1,110.00		AMI Project(Partnership)	1
			TOTAL		£ 27,145.99		
20/06/2023	3243	02 May 2023	Congleton Community Projects	£ 16,000.00		Annual Funding (Approval resolution CTC.15.06.23 18.1)	1
20/06/2023	3243	15 April 2023	Four Oaks Nurseries Ltd	£ 8,738.59		In Bloom/Streetscape Planiting (Approval resolution CTC 15.06.23 18.3)	1
20/06/2023	3243	26 May 2023	Zurich Insurance Company	£ 23,406.68		Annual Insurance (Approval resolution CTC 15.06.23 17.3)	1
			TOTAL		£ 48,145.27		
27/06/2023	3246	13 June 2023	APSE	£ 427.20		Training	1
27/06/2023	3246	14 June 2023	Bomford Offie Supplies Ltd	£ 144.32		Stationery	2
27/06/2023	3246	19 June 2023	Cosabelle	£ 4.80		CIC Local sales	1
27/06/2023	3246	18 June 2023	DC Assist	£ 657.00		Cleaning Services	1
27/06/2023	3246	01 June 2023	Deane	£ 4.00		CIC Local sales	1
27/06/2023	3246	08 June 2023	Harris	£ 4.00		CIC Local sales	1
27/06/2023	3246	09 June 2023	JAF Graphics	£ 324.00		Park signs	1
27/06/2023	3246	09 June 2023	JAF Graphics	£ 422.40		Place names Councillors	1
27/06/2023	3246	09 June 2023	JAF Graphics	£ 354.00		Shop Watch stickers	1
27/06/2023	3246	15 June 2023	Jepson & Co Ltd	£ 33.07		CIC Sales	1
27/06/2023	3246	12 June 2023	Macclesfield Male Voice Choir	£ 28.00		3rd Party ticket sales	1
27/06/2023	3246	30 May 2023	Marks Events Ltd	£ 1,293.42		Catering supplies for events	6
27/06/2023	3246	14 June 2023	Mayer	£ 3.60		CIC Local sales	1
27/06/2023	3246	12 June 2023	Oakwood Books	£ 66.50		CIC Book sales	1
27/06/2023	3246	14 June 2023	Palatine Paints & Chemicals Ltd	£ 314.76		Pool chemicals	1
27/06/2023	3246	19 June 2023	Congleton Rotary Club	£ 296.88		3rd Party ticket sales	1
27/06/2023	3246	13 June 2023	RVW Pugh Ltd	£ 150.80		Mower repairs	1
27/06/2023	3246	16 June 2023	Secur-80 Ltd	£ 54.00		Alarm activation call out	1
27/06/2023	3246	16 June 2023	Shred-it Ltd	£ 185.10		Shredding services	1
27/06/2023	3246	11 June 2023	UK Fuels	£ 840.46		Fuel for vehicles	2
27/06/2023	3246	09 June 2023	Wristband Plus Ltd	£ 83.94		ID holders	1
			TOTAL		£ 5,692.25		

26/06/2023	3251	26 June 2023	Berisfords Ltd	£	57.00	Ribbons	1
26/06/2023	3251	31 May 2023	Brown Recycling Ltd	£	240.00	Skips at Coronation event	1
26/06/2023	3251	08 June 2023	Cavern Protective Clothing	£	130.80	Staff uniform	1
26/06/2023	3251	15 June 2023	Chains & Lifting Tackle (Midlands) Ltd	£	294.00	Equipment safety checks	1
26/06/2023	3251	21 June 2023	Culligan (UK) Ltd	£	219.77	Water supplies	1
26/06/2023	3251	20 June 2023	Cutler Cleaning Services Ltd	£	113.76	Cleaning supplies	1
26/06/2023	3251	25 June 2023	DC Assist	£	219.00	Cleaning Services	1
26/06/2023	3251	27 June 2023	Kernock Park Plants Ltd	£	1,456.46	Horticultural supplies: Plaque display	1
26/06/2023	3251	19 June 2023	LAC Autoparts	£	134.40	Ad Blue fro vans	1
26/06/2023	3251	19 June 2023	Landscape Supplies Company	£	359.25	Liter picking kits	1
26/06/2023	3251	26 June 2023	Threadfast Engineers 1984 Ltd	£	33.60	Keys	1
26/06/2023	3251	18 June 2023	UK Fuels	£	434.33	Fuel for vehicles	1
			TOTAL		£ 3,692.37		
05/07/2023	3253	30 June 2023	Ansa Environmental Services	£	1,287.74	HR Services Q2	1
05/07/2023	3253	30 June 2023	Buxtons-Foresrty	£	30.58	Incorrect supplier, payment cancelled	4
05/07/2023	3253	28 June 2023	Eric Charlesworth (Electrical Contractor)	£	292.15	Light repairs	2
05/07/2023	3253	30 June 2023	Heads Congleton Ltd	£	14.40	Chronicle sales	1
05/07/2023	3253	29 June 2023	Daneside Theatre	£	441.75	3rd Party ticket sales	2
05/07/2023	3253	22 June 2023	J F Kehow Installations ltd	£	258.00	Dishwasher repairs	1
05/07/2023	3253	22 June 2023	Spiral Colour	£	163.20	Signs	1
05/07/2023	3253	03 October 2022	T&S Electrical	£	526.62	Electrical repairs	1
			TOTAL		£ 3,014.44		
14/07/2023	3256	30 June 2023	All Saints Community Centre Buglawton	£	376.00	Luncheon Club	1
14/07/2023	3256	29 May 2023	Alpha Omega Securities Ltd	£	295.28	Event security	1
14/07/2023	3256	30 June 2023	Buxton Opera House	£	30.58	3rd Party ticket sales	1
14/07/2023	3256	28 June 2023	Campey Turf Care Systems	£	588.00	Batteries for electric tools	1
14/07/2023	3256	22 June 2023	Heads Congleton Ltd	£	120.00	Civic parade advert	1
14/07/2023	3256	04 May 2023	DJM Nurseries	£	105.35	Dutch wall planting	1
14/07/2023	3256	12 June 2023	Jewsons Limited	£	849.60	Top soil: Roundabouts	6
14/07/2023	3256	26 June 2023	Jewsons Limited	£	158.40	Sleepers	1
14/07/2023	3256	05 June 2023	KG Loach	£	464.64	Horticultural supplies	1
14/07/2023	3256	16 June 2023	KG Loach	£	242.52	Volunteer tools	1
14/07/2023	3256	29 June 2023	KG Loach	£	308.82	Compost & tools	1
14/07/2023	3256	30 June 2023	Landscape Supplies Company	£	141.24	PPE/Cleaning supplies	1
14/07/2023	3256	29 June 2023	The Old Saw Mill CBS Ltd	£	960.00	Luncheon Club	1
14/07/2023	3256	22 May 2023	Rode Hall Silver Band	£	50.00	Deposit for Christmas event	1
14/07/2023	3256	21 June 2023	RVW Pugh Ltd	£	54.83	Repairs to tools	1
14/07/2023	3256	29 June 2023	Screwfix	£	121.97	Sundry repiars/tools	1
14/07/2023	3256	30 June 2023	Secur-80 Ltd	£	54.00	Alarm activation call out	1
14/07/2023	3256	30 June 2023	Toolstation Ltd	£	19.29	Volunteer tools	1
14/07/2023	3256	20 June 2023	Tudor Environmental Ltd	£	412.80	Uniform & PPE	4
			TOTAL		£ 5,353.32		
14/07/2023	3260	24 May 2023	The Leaflet Team	£	2,013.50	Town Guide/B. Neccessities delivery	2
			TOTAL		£ 2,013.50		
14/07/2023	3263	13 July 2023	Ansa Environmental Services	£	663.47	HR Services	1
14/07/2023	3263	15 July 2023	ATG London Ltd	£	70.89	3rd Party ticket sales	1
14/07/2023	3263	17 July 2023	Bees for Us	£	100.80	CIC Stock: Honey	1
14/07/2023	3263	17 July 2023	Berisfords Ltd	£	78.38	Ribbons	1
14/07/2023	3263	10 July 2023	Bornford Offie Supplies Ltd	£	139.04	Stationery	1
14/07/2023	3263	31 December 2022	Buxton Opera House	£	82.72	3rd Party ticket sales	1
14/07/2023	3263	02 June 2023	Campey Turf Care Systems	£	1,755.60	Scarifier casstette	1
14/07/2023	3263	14 July 2023	Cheshire Agricultural Society CIO	£	460.80	3rd Party ticket sales	1
14/07/2023	3263	30 June 2023	Chester Zoo	£	77.36	3rd Party ticket sales	1
14/07/2023	3263	17 July 2023	Congleton Choral Society	£	413.25	3rd Party ticket sales	1
14/07/2023	3263	13 April 2023	Chubb Fire & Security Ltd	£	506.83	Alarm repairs	1
14/07/2023	3263	05 July 2023	Citron Hygiene UK Ltd	£	120.13	Clinical waste collection	1
14/07/2023	3263	10 July 2023	Congleton Lions Club	£	30.40	3rd Party ticket sales	1
14/07/2023	3263	06 July 2023	Cope	£	1.60	CIC Local sales	1
14/07/2023	3263	15 July 2023	Culligan (UK) Ltd	£	275.84	Water supplies	1
14/07/2023	3263	04 July 2023	Cutler Cleaning Services Ltd	£	794.40	Tools & equipment	1
14/07/2023	3263	11 July 2023	Cutler Cleaning Services Ltd	£	555.55	Cleaning supplies	1
14/07/2023	3263	11 July 2023	Cutler Cleaning Services Ltd	£	13.25	Volunteer tools	1
14/07/2023	3263	10 July 2023	Congleton Youth Orchestra	£	170.05	3rd Party ticket sales	1
14/07/2023	3263	07 July 2023	D S Drainage Ltd	£	95.00	Unblock Pool toilet	1
14/07/2023	3263	13 July 2023	Daneside Theatre	£	230.38	3rd Party ticket sales	2
14/07/2023	3263	01 July 2023	Dawsongroup Sweepers Ltd	£	3,180.72	Sweeper rental	1
14/07/2023	3263	05 July 2023	Deane	£	4.00	CIC Book sales	1
14/07/2023	3263	05 July 2023	DJM Nurseries	£	64.60	Cenotaph planting	1
14/07/2023	3263	02 July 2023	Adam Francis Architechural Illustrator	£	50.80	CIC Local sales	1
14/07/2023	3263	03 July 2023	Full Media Ltd	£	9.58	CIC Local sales	1
14/07/2023	3263	12 July 2023	Glasdon UK Ltd	£	58.52	Bollard keys	1
14/07/2023	3263	03 July 2023	Green Lid Electrical Ltd	£	1,886.40	Electrical charging points	1
14/07/2023	3263	04 July 2023	Handy Cabin	£	94.85	Paint	1
14/07/2023	3263	04 July 2023	Harris	£	24.00	CIC Local sales	1
14/07/2023	3263	06 July 2023	Jewsons Limited	£	188.28	Stone Chippings	1
14/07/2023	3263	17 July 2023	Landscape Supplies Company	£	360.81	PPE/ Sundry tool items	1
14/07/2023	3263	16 July 2023	Little Bun Designs Ltd	£	14.60	CIC Local sales	1
14/07/2023	3263	30 June 2023	DJH Mitten Clarke	£	597.60	Payroll services	1
14/07/2023	3263	04 July 2023	Northwest Plant Agri Ltd	£	117.90	Mower repairs	1
14/07/2023	3263	26 June 2023	Otis Ltd	£	622.19	Lift service	1
14/07/2023	3263	11 July 2023	Palatine Paints & Chemicals Ltd	£	727.80	Pool chemicals	2
14/07/2023	3263	10 July 2023	PME Maintenance Ltd	£	864.00	Festoon lighting	1
14/07/2023	3263	11 July 2023	Pool Tech Services Ltd	£	169.81	Pool chemicals	1
14/07/2023	3263	11 July 2023	Pool Tech Services Ltd	£	946.75	HydroXan Pool repairs/kit	1
14/07/2023	3263	03 July 2023	Poppy May	£	100.80	CIC Local sales	1
14/07/2023	3263	03 July 2023	PPL PRS Limited	£	3,224.10	Annual music license	1
14/07/2023	3263	30 June 2023	Prism Solutions	£	503.15	Annual gateway license	1
14/07/2023	3263	02 July 2023	Rode Hall Silver Band	£	200.00	Civic Parade	1
14/07/2023	3263	10 July 2023	Screwfix	£	103.97	Sundry repairs/tools	2

14/07/2023	3263	30 June 2023	Shenton Garden Supplies Ltd	£	616.12	Top soil/bark	1
14/07/2023	3263	13 July 2023	Shred-it Ltd	£	174.55	Shredding services	1
14/07/2023	3263	05 July 2023	SLCC	£	42.00	Training	1
14/07/2023	3263	06 July 2023	Stuart Tayler Plumbing	£	195.00	Toilet repairs	1
14/07/2023	3263	05 July 2023	Thomson Planning Partnership Ltd	£	36.00	NDP costs	1
14/07/2023	3263	02 July 2023	J Tingle	£	50.00	Mayors Parade Photography	1
14/07/2023	3263	05 July 2023	TMC Creative	£	783.00	Web support & Subscription	2
14/07/2023	3263	30 June 2023	Toolstation Ltd	£	19.29	Sundry repairs/tools	1
14/07/2023	3263	19 May 2023	Tudor Environmental Ltd	£	55.66	Pool PPE	1
14/07/2023	3263	09 July 2023	UK Fuels	£	1,219.93	Fuel for vehicles	3
14/07/2023	3263	04 July 2023	Water Plus Ltd	£	416.64	Town Hall water rates	1
14/07/2023	3263	01 June 2023	Water Plus Ltd	£	78.69	Pool water rates	1
14/07/2023	3263	08 July 2023	Watt	£	100.00	Leaflet design	1
14/07/2023	3263	07 July 2023	West Wallsey Contract Hire	£	3,427.85	Vehicles lease	1
14/07/2023	3263	03 July 2023	White Ribbon UK	£	396.00	Annual subscription	1
14/07/2023	3263	07 July 2023	Whitehurst Agricultral & Builders	£	21.22	Posts	1
14/07/2023	3263	06 July 2023	Wristband Plus Ltd	£	6.10	ID Cards	1
			TOTAL		£ 28,389.02		
17/07/2023	3282	17 July 2023	My Little Hat Entertainment Ltd	£	400.00	Tribute event deposit	1
			TOTAL		£ 400.00		
25/07/2023	3275	20 July 2023	All Saints Community Centre Buglawton	£	184.00	Luncheon Club	1
25/07/2023	3275	17 July 2023	Congleton Community Projects	£	350.00	Summer Play Day (Partnership)	1
25/07/2023	3275	25 July 2023	Congleton High School	£	22.00	Flyers (Partnership)	1
25/07/2023	3275	16 July 2023	DC Assist	£	657.00	Cleaning Services	2
25/07/2023	3275	17 May 2023	Handy Cabin	£	70.50	Sundry repair items	1
25/07/2023	3275	13 July 2023	Jepson & Co Ltd	£	89.62	CIC Sales	1
25/07/2023	3275	12 April 2023	KG Loach	£	472.98	Compost & Horticultural supplies	2
25/07/2023	3275	24 July 2023	Landscape Supplies Company	£	206.20	PPE/Repair supplies	2
25/07/2023	3275	42 July 2023	Marks Events Ltd	£	6,696.58	Catering supplies for events- Reversed paymnet not made	44
25/07/2023	3275	08 June 2023	Police & Crime Commissioners for Cheshire	£	6,530.00	PCSO costs Q4 22-23 (Approval resolution FAP/12/2324)	1
25/07/2023	3275	25 July 2023	Phoenix Theatre Company CIC	£	351.50	3rd Party ticket sales	1
25/07/2023	3275	04 July 2023	Proper Grub Club	£	45.00	Food vouchers; Event costs	1
25/07/2023	3275	24 July 2023	The Royal Horticultural Society	£	1,009.80	3rd Party ticket sales	1
25/07/2023	3275	16 July 2023	UK Fuels	£	492.38	Fuel for vehicles	1
			TOTAL		£ 17,177.56		
08/08/2023	3285	31 July 2023	Alpha Omega Securities Ltd	£	161.06	Event security	1
08/08/2023	3285	29 July 2023	ATG London Ltd	£	54.79	3rd Party ticket sales	1
08/08/2023	3285	26 July 2023	Cheshire East Council	£	295.00	Premises License	1
08/08/2023	3285	30 July 2023	DC Assist	£	219.00	Cleaning Services	1
08/08/2023	3285	26 July 2023	JAF Graphics	£	354.00	Window stickers	1
08/08/2023	3285	23 July 2023	UK Fuels	£	318.96	Fuel for vehicles	1
			TOTAL		£ 1,402.81		
11/08/2023	3288	31 July 2023	B&Q	£	255.00	Bamboo screening	1
11/08/2023	3288	31 July 2023	Cheshire Community Action	£	100.00	Annual Membership	1
11/08/2023	3288	21 July 2023	Dawsongroup Sweepers Ltd	£	81.00	Sweeper repairs	1
11/08/2023	3288	31 July 2023	Heads Congleton Ltd	£	24.00	Chronicle sales	1
11/08/2023	3288	03 May 2023	Four Oaks Nurseries Ltd	£	1,694.33	Hanging basket flowers/plants	1
11/08/2023	3288	27 July 2023	Landscape Supplies Company	£	91.88	PPE	1
11/08/2023	3288	31 July 2023	New Vic Theatre	£	159.71	3rd Party ticket sales	1
11/08/2023	3288	31 July 2023	The Old Saw Mill CBS Ltd	£	960.00	Luncheon Club	1
11/08/2023	3288	22 June 2023	Congleton Players	£	1,683.40	3rd Party ticket sales	1
11/08/2023	3288	31 July 2023	Screwfix	£	236.59	Sundry repairs/tools	3
11/08/2023	3288	31 July 2023	Shenton Garden Supplies Ltd	£	92.41	Top soil	1
11/08/2023	3288	27 July 2023	Threadfast Engineers 1984 Ltd	£	44.15	Sundry repairs/tools	1
11/08/2023	3288	30 July 2023	UK Fuels	£	347.01	Fuel for vehicles	1
11/08/2023	3288	31 July 2023	West Wallsey Contract Hire	£	759.88	Call out/vehicle maintenance	1
11/08/2023	3288	07 August 2023	White Ribbon UK	£	183.59	Clr training	1
			TOTAL		£ 6,712.95		
18/08/2023	3291	05 August 2023	ATG London Ltd	£	85.72	3rd Party ticket sales	1
18/08/2023	3291	04 August 2023	Birch Pest Control	£	320.00	Pest control x 4	1
18/08/2023	3291	08 August 2023	Bornford Offie Supplies Ltd	£	254.04	Stationery	1
18/08/2023	3291	01 August 2023	Chester Zoo	£	274.15	3rd Party ticket sales	1
18/08/2023	3291	02 August 2023	Chubb Fire & Security Ltd	£	972.71	Annual contract/fire extinguishers	1
18/08/2023	3291	08 August 2023	Congleton Pride	£	270.75	3rd Party ticket sales	1
18/08/2023	3291	01 August 2023	Cope	£	1.92	CIC Local sales	1
18/08/2023	3291	06 August 2023	Cosabelle	£	13.60	CIC Local sales	1
18/08/2023	3291	09 August 2023	Cutler Cleaning Services Ltd	£	838.66	Cleaning supplies	1
18/08/2023	3291	07 August 2023	Daneside Theatre	£	1,733.38	3rd Party ticket sales	3
18/08/2023	3291	01 August 2023	Dawsongroup Sweepers Ltd	£	3,180.72	Vehicles lease	1
18/08/2023	3291	13 August 2023	DC Assist	£	438.00	Cleaning Services	1
18/08/2023	3291	01 August 2023	Adam Francis Architechural Illustrator	£	29.60	CIC Local sales	1
18/08/2023	3291	01 August 2023	Full Media Ltd	£	14.38	CIC Local sales	1
18/08/2023	3291	11 August 2023	Gartec Limited	£	160.61	Lift repair	1
18/08/2023	3291	12 August 2023	Gasworth Hall	£	5,906.25	3rd Party ticket sales	1
18/08/2023	3291	04 August 2023	Harris	£	16.00	CIC Local sales	1
18/08/2023	3291	01 August 2023	J F Kehow Installations Ltd	£	490.80	Fridge repairs x 2	2
18/08/2023	3291	07 August 2023	Little Bun Designs Ltd	£	9.00	CIC Local sales	1
18/08/2023	3291	14 August 2023	Marks Events Ltd	£	1,033.86	Catering for events	6
18/08/2023	3291	01 August 2023	Mayer	£	20.40	CIC Local sales	1
18/08/2023	3291	08 August 2023	Congleton Museum	£	26.60	CIC Book sales	1
18/08/2023	3291	09 August 2023	Palatine Paints & Chemicals Ltd	£	314.76	Pool chemicals	1
18/08/2023	3291	04 August 2023	Poppy May	£	71.60	CIC Local sales	1
18/08/2023	3291	03 July 2023	Russell	£	100.00	Civic service costs	1
18/08/2023	3291	19 July 2023	RVW Pugh Ltd	£	541.48	Strimmer repairs	3
18/08/2023	3291	07 August 2023	Screwfix	£	199.39	Sundry repair/tools	5
18/08/2023	3291	31 July 2023	Secur-80 Ltd	£	108.00	Alarm activation call out	2
18/08/2023	3291	11 August 2023	Shred-it Ltd	£	174.55	Shredding services	1
18/08/2023	3291	02 August 2023	Toolstation Ltd	£	23.91	Sundry repair/tools	1
18/08/2023	3291	06 August 2023	UK Fuels	£	539.38	Fuel for vehicles	1
18/08/2023	3291	05 August 2023	UK Safety Management Ltd	£	429.60	Pat Testing	2
18/08/2023	3291	08 August 2023	West Wallsey Contract Hire	£	3,427.85	Vehicles lease	1
18/08/2023	3291	23 June 2023	Christmas Direct Ltd	£	600.85	String lighting	1
			TOTAL		£ 22,622.52		

25/08/2023	3299	31 July 2023	Amberol Ltd	£	120.00	Events costs	1
25/08/2023	3299	19 August 2023	ATG London Ltd	£	94.50	3rd Party ticket sales	1
25/08/2023	3299	15 August 2023	Culligan (UK) Ltd	£	203.46	Water supplies	1
25/08/2023	3299	18 August 2023	LAC Autoparts	£	9.90	Bulbs for van	1
25/08/2023	3299	16 August 2023	Lomond Books	£	120.38	CIC Book sales	1
25/08/2023	3299	18 August 2023	Marks Events Ltd	£	18.00	3rd Party ticket sales	1
25/08/2023	3299	21 August 2023	Maxigience Environmental Services Ltd	£	108.00	Legionella testing	1
25/08/2023	3299	18 August 2023	Rambles Association Congleton Group	£	20.00	CIC Book sales	1
25/08/2023	3299	17 August 2023	Screwfix	£	115.98	Sundry repair/tools	1
25/08/2023	3299	17 August 2023	Tudor Environmental Ltd	£	45.40	PPE	1
25/08/2023	3299	13 August 2023	UK Fuels	£	291.10	Fuel for vehicles	1
25/08/2023	3299	15 August 2023	UK Safety Management Ltd	£	399.60	Lighting testing	1
25/08/2023	3299	16 August 2023	Water Plus Ltd	£	1,635.94	Town Hall water rates	1
25/08/2023	3299	16 August 2023	Water Plus Ltd	£	153.78	Pool water rates	1
			TOTAL		£ 3,336.04		
25/08/2023	3310	23 August 2023	Surf & Turf Instant Shelters	£	417.00	Pool gazebo	1
			TOTAL		£ 417.00		

List of Payments made between 01/06/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/06/2023	LCN.COM	CCJL01	44.39		Cong750.com renewal
28/06/2023	Astbury Garden Centre	CCJL02	39.99		Ceramic planter
28/06/2023	Amazon	CCJL03	9.99		card holders
28/06/2023	Amazon	CCJL04	9.99		card holders
28/06/2023	amazon	CCJL05	45.14		audio cable/sunglasses cases
25/07/2023	SLCC	CCJ01	72.00		Event Fee
25/07/2023	CarrierBagShop	CCJ02	84.30		Paper bags - CIC
25/07/2023	Zoho	CCJ03	316.80		Social Media
25/07/2023	Zoom	CCJ04	119.90		P/ship zoom
25/07/2023	Zoom	CCJ05	518.90		Zoom Room
29/08/2023	GMCS	CCJLY01	50.00		chimney sweep
29/08/2023	Amazon	CCJLY02	23.98		audio cables
29/08/2023	Zoom	CCJLY03	19.20		Solar webinar
29/08/2023	Thomson & Morgan	CCJLY04	206.75		mixed seeds
29/08/2023	SLCC	CCJLY05	42.00		Training event
29/08/2023	amazon	CCJLY06	7.99		fuel lines
29/08/2023	Garden & Hire Spares	CCJLY07	23.22		Adjuster Grip
29/08/2023	Zurich Insurance	CCJLY08	157.00		Cong Partnership
29/08/2023	LB Waste Management	CCJLY09	378.90		Skip Hire
29/08/2023	Zoom	CCJLY10	64.00		Partnership - Solar
29/08/2023	Omnify	CCJLY11	1,188.00		Paddling pool booking system
29/08/2023	omnify	CONTRA	-227.97		correction to GB pounds
Total Payments			3,194.47		

Contact Centre
 0300 123 7012
 VAT Registration Number 945 0920 22



INVOICE

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

Your Ref:
 For Service Enquiries Contact:
 Tel: 01273 774471
 Email:

Invoice Number	Invoice Date	Due Date	Customer No.
[REDACTED]	17/08/2023	14/09/2023	[REDACTED]

Page 1/2

Detail	Qty	Unit Price	VAT %	VAT	Net Amount
Service charges Vatable CCTV Monitoring Charge 23/24	1.00	9547.24	20.00	1909.45	9547.24

THIS INVOICE IS DUE AND PAYABLE BY 14 September 2023 24 Hour Automated Payment Service 0300 123 5039 Please see reverse for Payment Methods	Subtotal	9,547.24
	VAT	1,909.45
	Gross Total Due	11,456.69

Please quote your Invoice Number [REDACTED] ALL correspondence/payments to avoid delays.
 Details are shown overleaf on how to pay your invoice

Cheshire East
 PO Box 3656, Chester, CH1 9PQ

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	5 th October 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	15 Investment Policy and Strategy Review		
Background	<ul style="list-style-type: none">• The current Investment Policy was approved by Council on 10th February 2022.• The current Investment Strategy was approved at Council on 29th September 2022, which covered the investment period November 2022 to November 2023.• The Policy and Strategy is to be reviewed and updated if required on an annual basis ready for the December renewal of the Yearly Bond we hold with Cambridge and County.• The Council hold a Bond with Cambridge and Counties (C&C) and a Public Sector Deposit Fund with CCLA.• By holding funds over 3 separate entities it ensures that funds would remain available should any of the banks/companies go into financial difficulties. By moving funds about between CCLA and RBS this also enables The Council to gain the best possible interest income available for the investments.		
Updates	Policy Updates: (Appendix 15.1) <ul style="list-style-type: none">• Introduction<ul style="list-style-type: none">○ Corrected the date that the Statutory Guidance was updated and provided a link to the document.• Policies<ul style="list-style-type: none">○ Added 1 (Removed current section 5)○ Corrected £ to € in accordance with the regulation (NALC FSCS)○ 4: Updated to state <u>only</u> invest○ 5: Updated to make it clearer that RFO/CO handle current investments only○ Added: 6○ Added: 7○ Added: 8○ Removed original 5 and replaced with new section 1. (As RFO I feel all new investments should be approved by Council due to the amount of funds being invested and this will also provide full transparency of movement of the Councils money)		

	<p>Strategy Updates: (Appendix 15.2) Updated with current information. The strategy ties in with the dates that the C&C Bond matures.</p>
<p>Further Information</p>	<p>The C&C Bond is due to mature on 8th December 2023, renewal documents will be received in November, current interest being offered in the 1 Year bond is 5%, which would mean potential interest income of £12,500 based on reinvesting the £250,000. 1 year fixed rate business and charity bond Savings (ccbank.co.uk)</p> <p>CCLA current rates are approximately 5%, but important to note that these fluctuate daily.</p> <p>RBS interest rate on the Reserve Account is currently 1.45%.</p> <p>The recommendations in the Strategy area:</p> <ul style="list-style-type: none"> ○ To continue to have a maximum of £400,000 in RBS. ○ To continue to use CCLA as a sweeper account. ○ Renew the 1 Year Bond with Cambridge & County on 9th December 2023 (update on interest rates for this account will be proved on 23rd November 2023) ○ Introduce a new One Year Bond with a new bank/investor should funds be available to do so. This would run May to May annually. (The Committee will be updated in March 24 regarding this strategy item)
<p>Decision Requested</p>	<ol style="list-style-type: none"> 1. To approve the updates to the Investment Policy and recommend to Council on 7th December 2023 for approval and adoption into the Constitution. 2. To approve the updated Investment Strategy for 2023-2024 and recommend to Council on 7th December 2023 for approval and adoption into the Constitution.

Congleton Town Council

Investment Policy

1. Introduction

Congleton Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

In preparing its Investment Policy the Council is required to comply with the guidance notes issued under Section 15 (1) of the Local Government Act 2003.

The current statutory [Community and Local Government \(CLG\) Guidance on Local Government Investments](#) Guidance notes came into force in February 2018, this document will be available on our website alongside the policy. [\(Link; Guidance on local government investments.pdf \(publishing.service.gov.uk\) on 1st April 2018.](#)

Town and Parish Councils with a budget larger than ~~€~~£500,000 are not eligible for compensation under the Financial Services Compensation Scheme (FSCS).

2. Objectives

The general policy objective of the Council is prudent investment of its balances in line with the widely recognised investment policy expressed as SLY, Security, Liquidity and Yield. The Council's priorities are:

1. Security of its reserves.
2. The Liquidity of its investments.
3. The Yield of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

3. Policies

1. The procedure for undertaking new investments, considering the need for timely and speedy placing of deals shall be documented by the Responsible Finance Officer and approved by the Finance and Policy Committee and then by Council before any investments are placed.

~~1-2.~~ All investments will be made in Sterling

~~2-3.~~ No one investment shall be for a period longer than 12 months

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~~3.4.~~ The Town Council shall only invest with banks/building societies or institutions with high credit quality ratings from credit agencies such as Standard and Poors; Moody's Investors Services Ltd and Fitch Ratings Ltd.

~~5.~~ Day to day operation of current investments already approved by Finance and Policy and Council moving money between the accounts will be delegated to the Responsible Financial Officer and Chief ~~Officer~~Officer, who will provide regular updates to the Finance and Policy committee.

~~6.~~ Council will be provided with an update on the annual Investment Strategy and investment accounts and balances once approved by Finance and Policy.

~~7.~~ Any revisions to this policy shall be approved by the Full Council.

~~8.~~ The Finance Committee shall review this policy annually and recommend any proposed changes to Full Council prior to the commencement of the new investment year. Where no changes are proposed, Full Council shall note the policy.

~~4.~~

~~5.~~ Two senior Officers, the Chief Officer and the Responsible Financial Officer, and Three Councillors, the Chair, the Vice Chair and the former Vice Chair from the Finance and Policy Committee to transfer the funds elsewhere at maturity if the institution meets our criteria of security and liquidity, and if possible, a higher rate of interest. They have the authority to move funds from one provider to another as long as all five unanimously agree. Should all five not unanimously agree, the investment should be referred to Council.

In the event of either the Chief Officer or the Responsible Financial Officer not being available, the Deputy Chief Officer is hereby given authority to deputise. In the event that any one or more of the three above nominated Councillors is/are not available, another Councillor(s) with voting rights on the Finance and Policy Committee is/are hereby given authority to deputise.

The authority vested in just point 5 will automatically lapse on the day the Notice of Poll for the Council elections to Congleton Town Council for May 2023 are published.

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Congleton Town Council

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Investment Strategy

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9th December 2023 to 8th December 2024

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RBS Business Reserve

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To keep the balance in RBS Current & reserve accounts to a maximum of £400,000. Balance over this will be transferred on a monthly basis to the CCLA Instant Access Money Market Account. Should the balance go below £400,000 funds will be transferred from CCLA to RBS. Transfers will be delegated to the RFO, or in the absence by the Chief Officer or Deputy Chief Officer and signed in accordance with our Financial Regulations for Bank Payments.

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Cambridge & Counties

Congleton Town Council has ~~£250,000~~ ~~150,000~~ with Cambridge and Counties Bank[†] on a 1 year deposit. Until 8th December 2023~~32~~ the interest rate for the 1 Year investment is ~~3.8%~~ ~~1.2%~~. On renewal on 9th December 2023, the balance of £250,000 will be retained. ~~8th November 2022 this will increase to £250,000. The monies invested in this account are tied in for the year.~~

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CCLA

~~Within the balance of the CCLA Public Sector Deposit Account, The Council keep £150,000 of its Ear Marked Reserves, is with CCLA Public Sector Deposit fund. due to this the CCLA account should hold a minimum of £150,000. This is an instant access money market account with fluctuating interest rates every day. Although the capital is not at risk of reducing in value, it is possible at a time of very low interest rates, for the interest rate of a CCLA Public Sector Deposit Fund to be negative. As from 8th November 2022 this account is will be used as a sweeper account for the balance of funds over £400,000 in the RBS Current and Reserve accounts.~~
Suggested Strategy:

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1. To limit the balance of RBS Current and Reserve account to a maximum of £400,000.

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[†]Cambridge & Counties Bank is an authorised UK bank which focuses on providing financial products to small and medium sized enterprises (SMEs). We fund our loans using customer deposits. As we do not borrow money from the wholesale markets we do not require a credit rating.

We are owned in equal shares by Trinity Hall, Cambridge, and Cambridgeshire Local Government Pension Fund and regulated by both the Financial Conduct Authority and the Prudential Regulatory Authority. We are a member of the Financial Services Compensation Scheme (FSCS) which protects the deposits of small to medium sized businesses which meet the FSCS criteria; full details of which can be found at www.fscs.org.uk.

Both the management of the Bank and the owners have a conservative approach to risk management and the bank holds levels of capital and liquidity in excess of all regulatory requirements. We see our primary banking responsibility to be to protect our depositors.

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2. To retain the balance of £250,000-increase in Cambridge and Counties 1 year account to £250,000 on 8th December 8th November 2023.

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3. To use the CCLA instant access money account as a sweeper account until 8th December 2024.. from 8th November 2022 To hold a minimum of £150,000 in this account.

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~~3.4.~~ To introduce a new 1 year Bond which will run May to May annually, this account to be reviewed annually dependant on interest rates. Once an account has been sourced approval to open will be required from Full Council.

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1 Cambridge and Counties information:

About us | Our story | Cambridge & Counties Bank (ccbank.co.uk)

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2 CCLA information

Our philosophy | CCLA

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6CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	5 th October 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	16 Notification of Conclusion of the Annual Governance & Accountability Return 2022-2023		
Background	<p>The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.</p> <p>The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.</p> <p>The External Auditors are selected by Smaller Authorities’ Audit Appointments, the current auditors for Cheshire are PKF LittleJohn LLP who are in place until the financial year 2026-2027.</p>		
Updates	<p>For the Financial Year 2022-23 PKF Littlejohn LLP have conducted their audit and have concluded that there are no areas of concern and no matters were raised.</p> <p>The Notice of Conclusion is required to be posted for public viewing by 30th September 2023, the notice this year was published on the Councils website and on the main notice board in the Town Hall on 26th September 2023.</p> <p>See Appendix 16.1 for the Return and Notice of Conclusion. This report will also be presented to Council on 12th October 2023.</p>		
Decision Requested	To receive the External Auditor Report and Certificate for financial year 2022-2023		

Congleton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Congleton Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Congleton Town Council on application to:</p> <p>(a) <u>Serena Van Schepdael (R.F.O)</u> <u>Requests can be made by emailing info@congleton-tc.gov.uk</u></p> <p>(b) <u>Monday to Thursday 9.00am to 4.00pm</u></p> <p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>Serena Van Schepdael (R.F.O)</u></p> <p>Date of announcement: (e) <u>26th September 2023</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Annual Governance and Accountability Return 2022/23 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

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

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

Publication Requirements

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

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	N/A	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

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

Annual Internal Audit Report 2022/23

CONGLETON TOWN COUNCIL

www.congleton-tc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

22/09/2022

14/02/2023

05/05/2023

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit



05/05/2023

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

15/06/2023

and recorded as minute reference:

CTC/18/2324 16.a

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

Chairman

Clerk

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Section 2 – Accounting Statements 2022/23 for

CONGLETON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	928,567	928,858	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	954,146	996,333	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	619,877	805,222	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-861,023	-954,667	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-21,778	-21,778	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-690,931	-918,409	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	928,858	835,559	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,022,581	886,463	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,884,590	2,907,704	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	336,431	330,463	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date 24 MAY 2023

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

15/06/2023

as recorded in minute reference:

CTC 18/2324 16.b

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



Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Congleton Town Council- CH0056**

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

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

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

None.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

22/08/2023

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	5 th October 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	17 Internal Audit Report – First Interim for 2023-24		
Background	All town and parish councils are required by statute to make arrangements for an independent, internal audit examination of their accounting records and systems of internal control.		
Updates	Congleton Town Council’s Internal Audit services are provided by Auditing Solutions Ltd. The first interim audit has taken place, see Appendix 17.1, there are no issues to note to date. The second interim audit is due to take place later this year, November or December 2023.		
Decision Requested	To receive the First Interim Internal Audit report for year ending 31 st March 2023.		

Congleton Town Council

Internal Audit Report 2023-24: First Interim

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2023-24 financial year which was completed by the 23rd September 2023. We have undertaken our initial review for the year and we wish to thank the Responsible Finance Officer in assisting the process, providing all necessary documentation to facilitate completion of our review for the year to date.

Internal Audit Approach

In undertaking our initial review for this financial year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Governance and Accountability Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken, the Council has maintained adequate and effective internal control arrangements during the year to date.

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

- Ensured that the ledger remains in balance at the present date;
- Verified the opening trial balance for 2023-24 to the Statement of Accounts and AGAR for 2022-23 to ensure that the closing balances have been brought forward accurately and completely;
- Checked and agreed transactions in the Council's main bank account cashbooks to the relevant RBS Bank statements for April & August 2023;
- Checked and agreed for the same months, inter account "sweep" transfers between the current and high interest bank account; and
- Examined and verified the accuracy of transactions in the Council's mayoral charity bank account cashbooks and bank accounts as at July/August 2023 to ensure that no long-standing payments or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at future reviews.

Review of Corporate Governance

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

We note that the Standing Orders and Financial Regulations were reviewed and adopted in June 2023.

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

Conclusions

There are no matters requiring formal recommendation in this area of our review process. As mentioned above consideration should be given to include controls in respect of the TIC. We will undertake further work at future reviews.

Review of Expenditure

Our aim here is to ensure that: -

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

We have commenced work in this area examining a sample of payments from April to August 2023.

Finally, in this area, we have examined the content of the first quarterly VAT reclaim to June 2023 and the pending submission which will be to the month end September 2023, with no issues identified.

Conclusions

We are pleased to report that no significant issues have been identified in this area. We will undertake further work at future reviews.

Assessment and Management of Risk

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

Risk assessment registers are in place and they are subject to routine annual review and update. We note that the Business Risk Assessment for 23-24 was formally approved by Finance & Policy Committee in April 2023.

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

Zurich Municipal continues to provide the Council's insurance cover: we have examined the current year's schedule (to May 2024) and consider it meets the current needs of the Council appropriately with Employer's liability set at £10 million and Public Liability cover set at £15 million and Fidelity Guarantee cover at £1.0 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

The Council will commence consideration of the 2024-25 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future review.

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

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2024-25 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

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

- At this interim audit we reviewed the income generated in respect of the Tourist Information Centre from the accounts data. We have also checked that there is a stock

control review completed. We are pleased to report that the process is well managed and that records are maintained in a very satisfactory manner.

- Examined the “Aged debtors schedule” generated by the accounting software and have confirmed with the RFO regarding the records that there are no significant issues arising with regard to long-standing debts of which officers and members are unaware.

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

Conclusions

We are pleased to record that there are no significant issues in this area. We will undertake a further review of income at our interim update visit to include an audit of the Tourist Information Centre.

Petty Cash Account

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

We have not checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggested that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. We note that this continues to be reviewed.

We have reviewed the vehicle fuel nominal ledger and sample statements and we are satisfied that this is monitored and controlled effectively.

Conclusions

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

Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2022 in relation to employee percentage bandings. To meet that objective, we have: -

- Ensured that the Council has approved staff pay rates for the financial year, based upon the approved NJC rates:

- Checked and agreed the computation of staff gross and net pay and salary deductions for August 2023, noting the continued use of a local, third party bureau service provider;
- Checked to ensure that appropriate tax codes and national insurance tables are being applied in the year and that the correct deductions / contributions have been deducted and paid over to HMRC in a timely manner; and
- Ensured that the appropriate revised superannuation contribution rates have been applied, also ensuring that the deductions have been paid over to the County Council in a timely manner.

Conclusions

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

Investments & Loans

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

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

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

Conclusions

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	5 th October 2023 7.00PM	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	18 Direct Debit and BACS Approvals		
Background	Congleton Town Council pay several suppliers by Direct Debit, and the majority of supplier invoices by BACS (Banks Transfers). In accordance with our Financial Regulations item 6.7, the approval for the use of variable Direct Debt and BACS payments should be approved by Council at least every 2 years.		

Direct Debit list as at current meeting date:

Originator name	For	Status	Last payment amount	Last payment date	Frequency
BT GROUP PLC	TELEPHONE LINES	Active	£45.47	12/06/2023	Quarterly
CHESHIRE EAST	BUSINESS RATES	Active	£2495	01/08/2023	Monthly
EE LTD	MOBILE PHONES	Active	£170.52	23/08/2023	Monthly
HMRC E VAT	VAT	Active	£4634.71	10/08/2023	Half Yearly
ICO	DATA PROTECTION FEE	Active	£35	12/05/2023	Yearly
PITNEY BOWES	FRANKING MACHINE POSTAGE	Active	£158	13/03/2023	Four Monthly
PITNEY BOWES LTD	FRANKING MACHINE RENTAL	Active	£72	07/06/2023	Quarterly
PRISM BUSINESS DEV	ICT COSTS	Active	£2460.11	25/07/2023	Monthly
PUBLIC WORKS LOANS	LOAN REPAYMENTS	Active	£10888.84	31/03/2023	Half Yearly
QUARTIX LTD	VEHICLE TRACKER COSTS	Active	£550.44	03/07/2023	Quarterly
RBS BUS CREDIT	CREDIT CARD	Active	£1111.9	28/07/2023	Monthly
TELECOMS	TELEPHONE COSTS	Active	£150.58	01/08/2023	Monthly
WEST MERCIA ENERGY	UTILITIES	Active	£4318.83	14/08/2023	Monthly

Decision Requested	<ol style="list-style-type: none"> 1. To note the Direct Debit list 2. To approve that Direct Debit payments continue for relevant suppliers 3. To approve that payments by BACS transfer to pay suppliers continues 4. In line with our Financial Regulations, recommend 1 , 2 and 3 to Council for approval.
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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	5 th October 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	19 Rotary Bonfire Request		
Background	<p>An Ear Marked Reserve of £5,000 was set aside on 2015-2016 for The Rotary Bonfire.</p> <p>The Rotary submit a request annually requesting that the Council underwrite the event, to date the reserve has not been required to be called upon.</p>		
Updates	<p>A request has been submitted for the 2023 event, see Appendix 19.1.</p> <p>Confirmation of what The Rotary are asking the Council to underwrite was requested, it was confirmed that the request is to underwrite in part, losses in holding the Rotary Bonfire event up to £5,000 in the event that it has to be cancelled last minute.</p> <p>The request will also be presented to Council on 12th October 2023, where a verbal update of this committee’s decision will be provided.</p>		
Decision Requested	To approve to underwrite the Rotary Bonfire up to £5,000 and recommend this to Council for approval on 12 th October 2023.		

President: Brian Hogan

Rotary Congleton



Congleton Town Council
Finance and Policy Committee
Town Hall
High Street,
Congleton,
Cheshire,
CW12 1BN

24th August 2023,

Dear Committee Members,

On behalf of Congleton Rotary, we are once again holding our annual Bonfire and Fireworks Display in Congleton Park, which will take place on Saturday 4th November 2023.

This event gives pleasure to the people of Congleton and the surrounding district and raises money which will be used to assist and support local charities, organisations and other worthy causes.

Congleton Rotary respectfully requests that the Town Council underwrites this event for the amount of £5000.

Yours sincerely

A large black rectangular redaction box covering the signature of Brian Hogan.

Brian Hogan

President
Congleton Rotar

President

Brian Hogan. 
