



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

16th November 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 23rd November 2023** commencing at **7.00 pm.**

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to the meeting.
- There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

Yours sincerely,

David McGifford
Chief Officer

Congleton
beartown
where friends are made

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

Tel: **01260 270350**

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



AGENDA

1. Apologies for absence

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

2. Minutes of Previous Meetings

To approve and sign [the minutes of the Finance and Policy Committee held on 5th October 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 October 2023.

8. New Applications for Financial Assistance (Enclosed)

9.1- Puparazzi Flyball Team GR16/2324

9. New Grant Activities Monitoring Forms

There are none.

10. Management Accounts including Budget Update (Enclosed)

To receive the management accounts to 30th September 2023.

11. Bank Reconciliation (Enclosed)

To receive and consider the bank reconciliation as at 30th September 2023.

12. Savings Account Balances (Enclosed)

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

13. List of Payments (Enclosed)

To receive and approve the Payments List from 1st September 2023 to 31st October 2023.

14. Pay Award 2023-2024 (Enclosed)

1. Note the Annual Pay Agreement award for 2023-2024 in accordance with the NJC agreement.
2. To note that the back pay due from 1st April 2023 to 30th November 2023 will be paid in December 2023 payroll.
3. To recommend 1-2 to Council on 7th December 2023 for noting and approval.

15. Investment Update (Enclosed)

To recommend the renewal of the Cambridge and Counties Bond to Council on 7th December 2023.

16. Petty Cash Verification (Enclosed)

To note Petty Cash Verification.

To: Members of the Finance & Policy Committee

Cllrs: Robert Douglas (Chair) Charles Booth (Vice Chair)

Suzie Akers Smith, Dawn Allen, Robert Brittan, Mark Edwardson, 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.

5. Questions from Members of the Public

There were none.

6. Urgent Items

There were none.

7. Grant Approvals and Commitments

FAP/18/2324 RESOLVED to receive a statement showing the current position as at 31st August 2023.

8. New Applications for Financial Assistance

FAP/19/2324 RESOLVED to award the following grants:

- 8.1- Aura CIO- GR09/2324- **£250**
- 8.2- The Old Saw Mill- GR13/2324- **£250**
- 8.3- Friends For Leisure- GR15/2324- **£1,000**
- 8.4- Beartown Patchwork & Quilters- GR16/2324- **£500**

9. New Grant Activities Monitoring Forms

FAP/20/2324 RESOLVED 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 (Attached)

FAP/21/2324 RESOLVED to receive and approve the Management Accounts to 31st August 2023.

11. Bank Reconciliation

FAP/22/2324 RESOLVED to receive the bank reconciliation as at 31st August 2023.

12. Savings Account Balances

FAP/23/2324 RESOLVED to receive the Savings Account update and balances to 31st August 2023.

13. List of Payments

FAP/24/2324 RESOLVED to receive and approve the Payments lists from 1st June to 31st August 2023.

14. Supplier Payment

FAP/25/2324 RESOLVED to approve the payment of the invoice for CCTV charges of £11,456.69 for 2023-2024. (£9,547.42 plus £1,909.45 Vat)

15. Investment Policy and Strategy Review

FAP/26/2324 RESOLVED 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: Notice of Conclusion 2022-2023

FAP/27/2324 RESOLVED to receive the Notice of Conclusion for Years ending 31st March 2023.

17. Internal Audit Report: 2023-2024

FAP/28/2324 RESOLVED to approve receive the First Interim Internal Audit Report for 2023-2024.

18. Direct Debit and BACS

FAP/29/2324 RESOLVED to note the Direct Debit list, to approve that Direct Debit and BACS payments continue for relevant suppliers, and recommend this to Council for approval

19. Rotary Bonfire

FAP/30/2324 RESOLVED to approve to underwrite the Rotary Bonfire event up to £5,000 and recommended this to Council for approval on 12th October 2023.

**Cllr Robert Douglas
(Chair)
Meeting closed at 8.06 pm.**

Conlestone Town Council Management Accounts 2023-24 Aug-23 Page 1/3										
Month	5									NOTES
Percentage	41.7%									
Finance and Policy Committee										
		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		
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	587	683	45.36%	-3.66%	18.9%		
	Rent Payable	17,017	7,090	7,090	0	99.99%	-58.29%	41.7%		
	Miscellaneous Office Costs	2,500	1,042	807	235	77.47%	-35.77%	32.3%		
	Telephone/Fax/Internet	2,620	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	900	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%		
	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%		Accrual input
	Legal & Professional fees	5,600	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	-23,775	-31,587	1812	106.09%	-84.39%	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	1,600	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	3,000	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 Regalia	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%		
	Subsidised Use	4,600	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	61,933	25,764	20,834	4930	80.87%		33.7%		
	Capital	48,778	19,491	25,000	-5509	128.27%	-86.57%	53.4%		
Conlestone Town Council Management Accounts 2023-24 Aug-23 Page 2/3										
Month	5									NOTES
Percentage	41.7%									
Community and Environment Committee										
		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		
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	-6686					
241	Allotments Income	-100	-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	Conlestone Partnership Income	0	0	-3,259	3259		41.70%			
301	Conlestone Partnership Expenditure	22,839	9,516	15,181	-5665		41.70%	194.8%		Total Expenditure includes salaries and general expenditures, project budget in Grant section for 23-24
301	Conlestone Partnership C/F	0	0	-57,227	57227		41.70%			Carry forward balance from 22-23
	Total Partnership	22,839	9,516	-45,305	84,821					
302	Community Development Staff Costs	117,571	48,988	44,764	4224	91.38%	-49.68%	38.1%		
	Community Development Marketing/Promotions	3,600	1,458	2,525	-1067	173.14%	-131.44%	72.1%		Town Guide delivery costs £1350
	Community Development Overheads	9,849	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					
	Crime Reduction/CCTV Expenditure	10,548	4,395	634	3761	14.43%	27.27%	6.0%		PCSO Invoice for Q4 22-23 paid, accrual journal completed. £6,530 total paid
	Total Crime	10,548	4,395	-46	4441					
305	Christmas Fayre/Lights Income	-2,000	-833	-325	-508	39.00%	2.70%	16.3%		
305	Christmas Fayre/Lights Expenditure	22,000	9,167	138	9039	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 Tfr From EMR	0	0	-2,172	2172					
	Total Neighbourhood Plan	0	0	0	0					
321	Tourism Income	0	0	-1,835	1835		41.70%			Stall income & donations and Tribute Series ticket sales
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%		
Town Hall, Assets and Services Committee										
		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		NOTES
201	Paddling Pool	87,888	28,204	23,255	4949	82.45%	-40.75%	34.4%		Longterm issue with water meter, since July 2022. Facilities Manager is trying to sort with Water Plus
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	Conlestone Information Centre									
	CIC - Expenditure	133,130	55,471	49,365	6106	88.99%	-47.29%	37.1%		
	CIC - Income	-116,354	-48,064	-39,760	-8304	82.72%	-41.02%	34.6%		
	Net Expenditure over income	17,776	7,407	9,605	-2198	129.68%		54.0%		

**CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	23 rd November 2023 7.00 pm	LOCATION	Town Hall
REPORT FROM	Serena Van Schepdael: RFO		
AGENDA ITEM REPORT TITLE	Item 4 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>		
Decision Requested	To Note this Report		

Oct-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	2,625.00	1,875.00	@ 31st October 23
01/04/2023	Community Projects	Project support		GpoC	CTC/20/2324.1	15-Jun-23		16,000.00	16,000.00	16,000.00	0.00	Paid JUN23
01/04/2023	Congleton Partnership	Rent		GpoC				1,533.00	1,533.00	894.00	639.00	@ 31st October 23
01/04/2023	St Peter's Church	Church clock maintenance		PCA1957 s2				300.00			0.00	Paid
Totals							0.00	22,333.00	22,033.00	19,519.00	2,514.00	
Ear marked reserve b/fwd					£0							
Budget 2022/23					£22,333							
Total approved to date					£22,033							
Total awaiting application					£300							

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	7.00pm 23 rd November 2023	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	Item 8 New Applications for Financial Assistance Cover Report		
Background	<p>The current available balance for Permitted Financial Assistance applications is £6,638. The total for applications presented for permitted grants is £150.</p> <p>Since the last meeting, Grant Application GR06/2324 Vale Allotments Association has been awarded, they reached the total sum required to complete the project. £2,000 was approved at Council on 10th August 2023, ref CTC32/2324. This will show on the Grant Commitments summary at the next meeting.</p> <p>Including this meeting, there are 3 remaining Finance and Policy meetings during the 2023-2024 Financial year.</p>		
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	<u>8.1 Puparazzi Flyball Team</u> They have applied for £150 to go towards the purchase of a defibrillator that they would take with them on event through their travels around the country. Total project cost of £1,072 they have confirmed other funding of £120 to date. Details correct at the time of Agenda publish date, verbal updates on applications will also be provided by the RFO where needed.		
Decision Requested	<ol style="list-style-type: none">1. To note that the Vale Allotment Grant has been awarded.2. To discuss and approve Financial Assistance applications.		



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

Application Reference (Office use only): GR16/2324	
1: CONTACT DETAILS Vicky Hayes, [REDACTED]	
Name of Organisation:	Puparazzi Flyball Team
Address of Organisation:	[REDACTED]
Name of Applicant:	Vicky Hayes
Position:	Sub Captain
Telephone Number:	0 [REDACTED]
Email address:	[REDACTED]
Website:	www.facebook.com/PuparazziFlyballTeam
Registration Number (If relevant)	
2: ABOUT YOUR ORGANISATION	
What type of organisation are you?	Flyball Team
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words) We are a Flyball team and travel around the country competing with our dogs at different events. We also do demos at events like 'Dogfest' and the Cheshire Show, showing off the sport of flyball. Our aim is to have fun with our dogs as well as competing.	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Defibrillator
Project Objectives:	To purchase a defibrillator
Brief Project Description:	We would like to purchase a team defibrillator that we can take with us to competitions around the country as well as when we train. The defibrillator will be based with myself (sub captain) in Congleton.
Total Cost of Project	£1072
Total contribution sought:	£150
Details of cost breakdown and budgets:	Defibrillator cost is £1072 We are fundraising towards the cost of this.
What will the money be spent on?/ Resources needed:	A defibrillator
Any ongoing costs:	None
Details of confirmed match funding, include source Cash/Grant: In kind:	£120 from online dog show fundraising so far. This is ongoing and we will have other fundraising projects throughout the year.
Estimated timescale of project from start to finish:	NA- we are hoping to purchase this by June 2024.
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	The defibrillator will be kept on a housing estate in Congleton and will be registered so that it will be available for the local community if needed.
Are there similar services/ projects provided in the area	Unknown
5: EVALUATION	
How will the project be evaluated and who will	Evaluation will be ongoing by myself until the funds are raised to buy the defibrillator.

carry out the evaluation?	
Describe how you will promote the Town Council in your project.	We will advertise/promoting that we have a defibrillator at competitions and will be able to post on our social media that we have received funding from Congleton Town Council.
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 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:	V Hayes	Date:	1 st November 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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	7.00pm 23 rd November 2023	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	Item 10 Management Accounts and Budget Update		
Background	Variance analysis for the period to 31 st September 2023 to accompany the attached spreadsheets in Appendix 10.1-5.		
Updates	<p>These figures cover the financial period to 31st September 2023, month 6, which represents 50% of the budget. (Percentages in this report rounded up /down and are based on <u>full budget figure</u>, month 5 figures provided for information)</p> <p>Please see summary sheet (Appendix 10.1-5) for notes, if further notes are required they are below.</p> <p><u>Finance and Policy Committee</u> Committee budgets stand at 47% expenditure and 99% income received. No current issues to note.</p> <p><u>Community and Environment Committee</u> Committee expenditure budgets stand at 22% expenditure and income at 207% due to <u>215- Floral</u> budget income being at 210% which has come from sponsorships and donations for projects. No issues to note.</p> <p><u>Town Hall, Assets and Services Committee</u> 49% expenditure and 50% income. No issues to note.</p> <p><u>225-Congleton Information Centre</u> Direct Sales Income £37,545 Direct Sales Expenditure £26,017</p> <p><u>Staffing Costs</u> Currently at 51% (including budgeted pay award). Pay award has been agreed, the details will show in December 2023 accounts.</p> <p><u>Ear Marked Reserves</u> Current balances and estimated movement as at Month 6 included for noting.</p> <p><u>Budget Updates</u> There are some budget lines that are projected to be overspend at the end of this financial year, any that are due to be over budget by 10% will be reported to Council for approval in accordance with our Financial Regulations, to date these are (Projected total % spend):</p>		

	<p>101-4026 Computer/ICT costs project 114%</p> <p>101-4027 Photocopying Charges projected 118%</p> <p>101-4066 HR & HRS Services projected 112%</p> <p>351-4951 Luncheon Club projected 122%</p> <p>280-4048 Vehicle Fuel & Oil projected 121%</p> <p>280-4050 Street Cleaning/Fly tipping projected 150%</p>
<p>Decision Requested</p>	<p>1. To approve the Management Accounts for current financial year to 30th September 2023, and note the Budget Update request that will be made to Council on 7th December 2023.</p>

Congleton Town Council
Management Accounts 2023-24

Sep-23
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Month 6

Percentage 50.0%

Finance and Policy Committee

	ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% VARIANCE AGAINST M6 on Budget lines	% SPENT OF ANNUAL BUDGET	NOTES
101	Corp Management							
	Staff Costs (re-allocated)	204,445	102,223	94,749	7474	92.69%	46.3%	
	Travel	500	250	0	250	0.00%	0.0%	
	Training / Conferences	3,000	1,500	863	637	57.53%	28.8%	
	Rent Payable	17,017	8,509	8,508	1	99.99%	50.0%	
	Miscellaneous Office Costs	2,500	1,250	952	298	76.16%	38.1%	
	Telephone/Fax/Internet	2,620	1,310	1,268	42	96.79%	48.4%	
	Postage	2,000	1,000	141	859	14.10%	7.1%	
	Stationery & Printing	3,100	1,550	1,246	304	80.39%	40.2%	
	Subscriptions & Publications	4,750	2,375	4,311	-1936	181.52%	90.8%	Most subscriptions are due at start of the financial year
	Insurance	13,200	6,600	12,372	-5772	187.45%	93.7%	Paid at start of the financial year
	Computer/IT Costs	18,000	9,000	10,082	-1082	112.02%	56.0%	Additional cost for new staff & Councillors
	Photocopy Charges	1,500	750	890	-140	118.67%	59.3%	
	Recruitment Advertising	500	250	130	120	52.00%	26.0%	
	Other Advertising	300	150	0	150	0.00%	0.0%	
	Bank Charges	1,240	620	449	171	72.42%	36.2%	
	Audit Fees - External	2,100	1,050	2,100	-1050	200.00%	100.0%	Paid in full
	Audit Fees - Internal	1,760	880	904	-24	102.73%	51.4%	First interim completed
	Accountancy Support	5,000	2,500	998	1502	39.92%	20.0%	
	Legal & Professional fees	5,500	2,750	47	2703	1.71%	0.9%	
	HR & H&S support	4,000	2,000	2,340	-340	117.00%	58.5%	2 quarters paid
	Central Overheads reallocated	-71,460	-35,730	-38,400	2670	107.47%	53.7%	
	Corporate Management:-Expenditure	221,572	110,786	103,950	6836	93.83%	46.9%	
	Precept 2022-2023	-1,068,179	-534,090	-1,068,179	534090	200.00%	100.0%	Paid in full
	Interest Receivable	-14,000	-7,000	-8,691	1691	124.16%	62.1%	
	Miscellaneous Income	0	0	0	0			
	Corporate Management:-Income	-1,082,179	-541,090	-1,076,870	535781	199.02%	99.5%	
	Net Income Over Expenditure	-860,607	-430,304	-972,920	542617	226.10%	113.1%	
102	Civic							
	Staff Costs (re-allocated)	19,129	9,565	8,769	796	91.68%	45.8%	
	Training / Conferences	1,500	750	153	597	20.40%	10.2%	
	Stationery & Printing	500	250	0	250	0.00%	0.0%	
	Marketing/Promotions	1,000	500	637	-137	127.40%	63.7%	Town Guide launch.
	Council Newsletter	8,000	4,000	3,043	957	76.08%	38.0%	
	Council Website	2,500	1,250	653	597	52.24%	26.1%	
	Mayor's Allowance	3,000	1,500	3,000	-1500	200.00%	100.0%	Paid in full
	Members Expenses	200	100	0	100	0.00%	0.0%	
	Civic Expenses	7,000	3,500	3,315	185	94.71%	47.4%	Mayor Making & Civic Service costs
	Civic Regalia	250	125	0	125	0.00%	0.0%	
	Hall & Room Hire	6,500	3,250	3,087	163	94.98%	47.5%	Dependant on quantity of meetings
	Civic Artefacts and Treasures	750	375	451	-76	120.27%	60.1%	New badges/regalia
	Central Overheads reallocated	1,600	800	861	-61	107.63%	53.8%	
	MISC Income	0	0	0	0	#DIV/0!	#DIV/0!	
	Civic:-Expenditure	51,929	25,965	23,969	1996	92.31%	46.2%	
107	Grants							
	Initial Grant Commitment	25,000	12,500	2,135	10365	17.08%	8.5%	
	Sunsidised Use	4,500	2,250	2,037	213	90.53%	45.3%	
	Tfr from EMR Committed Grants	0	0	-2,390	2390	50.00%		
	Specified Grants	32,333	16,167	19,850	-3684	122.78%	61.4%	
	Grants- Expenditure	61,833	30,917	21,632	9285	69.97%	35.0%	
	Capital	46,778	23,389	25,000	-1611	106.89%	53.4%	
	F&P Income - Income	-1,082,179	-541,090	-1,079,295	-2,884	199.47%	99.7%	Full Committee Summary includes Mayor cost centre of £2,225
	Expenditure	382,112	191,056	172,938	209,174	90.52%	45.3%	Full Committee Summary includes Mayor cost centre of cf balance of -£1613

Congleton Town Council
Management Accounts 2023-24

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Month 6
Percentage 50.0%

Community and Environment Committee

		ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% VARIANCE AGAINST M6 on Budget lines	% SPENT OF ANNUAL BUDGET	NOTES
215	Floral Displays Income	-4,000	-2,000	-5,204	3204	260.20%	-210.20%	130.1%	
215	Floral Displays Expenditure	17,262	8,631	17,596	-8965	203.87%	-153.87%	101.9%	
	Total Floral	13,262	6,631	12,392	-5761				
241	Allotments Income	-190	-95	0	-95	0.00%	50.00%	0.0%	
241	Allotments Expenditure	1,200	600	756	-156	126.00%	-76.00%	63.0%	Repairs to planters etc
	Total Allotment	1,010	505	756	-251				
300	Public Realm	3,000	1,500	0	1500	0.00%	50.00%	0.0%	
301	Congleton Partnership Income	0	0	-3,259	3259		50.00%		
301	Congleton Partnership Expenditure	22,839	11,420	18,382	-6963		50.00%	194.8%	As per their requirements
301	Congleton Partnership C/F	0	0	-57,227	57227		50.00%		Carry forward balance from 22-23
	Total Partnership	22,839	11,420	-42,104	53,524				
302	Community Development Staff Costs	117,571	58,786	53,717	5069	91.38%	-41.38%	45.7%	
	Community Development Marketing/Promotions	3,500	1,750	2,525	-775	144.29%	-94.29%	72.1%	Town Guide delivery costs £1350
	Community Development Overheads	9,848	4,924	5,292	-368	107.47%	-57.47%	53.7%	
	Total Community Development	130,919	65,460	61,534	3,926	94.00%		47.0%	
303	Crime Reduction/CCTV Income	0	0	-680	680				
303	Crime Reduction/CCTV Expenditure	10,548	5,274	634	4640	12.02%	37.98%	6.0%	PCSO invocie for Q4 22-23 paid, accrual journal completed. £6,530 total paid
	Total Crime	10,548	5,274	-46	5320				
305	Christmas Fayre/lights Income	-2,000	-1,000	-1,117	117	111.70%	-61.70%	55.9%	
305	Christmas Fayre/lights Expenditure	22,000	11,000	238	10762	2.16%	47.84%	1.1%	
	Total Christmas	20,000	10,000	-879	10879				
310	Neighbourhood Plan	0	0	2,172	-2172				
310	Neighbourhood Plan Tfr From EMR	0	0	-2,172	2172				
	Total Neighbourhood Plan	0	0	0	0				
321	Tourism Income	0	0	-2,536	2536		50.00%		Stall income & donations and Tribute Series ticket sales
321	Tourism Expenditure	14,000	7,000	3,939	3061	56.27%	-6.27%	28.1%	£5,000 moved in from EMR as budgeted
	Total Tourism	14,000	7,000	1,403	5597				
351	Luncheon Club	11,000	5,500	6,196	-696	112.65%	-62.65%	56.3%	Being monitored by C.O/R.F.O
C.E &S	Income	-6,190	-3,095	-12,796	-6,606	413.44%	-363.44%	206.7%	Full Committee Summary
	Expenditure	232,768	111,110	52,048	-180,720	46.84%	3.16%	22.4%	Full Committee Summary

Town Hall, Assets and Services Committee

		ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% VARIANCE AGAINST M6 on Budget lines	% SPENT OF ANNUAL BUDGET	NOTES
201	Paddling Pool	67,689	33,845	28,604	5241	84.52%	-34.52%	42.3%	See separate account sheet
221	Town Hall								
	Town Hall - Expenditure	218,755	109,378	121,204	-11827	110.81%	-60.81%	55.4%	See separate account sheet
	Town Hall - Income	-116,350	-58,175	-62,233	4058	106.98%	-56.98%	53.5%	
	Net Expenditure over Income	102,405	51,203	58,971	-7769	115.17%		57.6%	
225	Congleton Information Centre								
	CIC - Expenditure	132,730	66,365	51,298	15067	77.30%	-27.30%	38.6%	See separate account sheet
	CIC - Income	-115,354	-57,677	-59,606	1929	103.34%	-53.34%	51.7%	
	Net Expenditure over income	17,376	8,688	-8,308	16996	-95.63%		-47.8%	

263	Public Toilets	6,700	3,350	2,250	1100	67.16%	-17.16%	33.6%	
270	Cenotaph	300	150	165	-15	110.00%	-60.00%	55.0%	
280	Streetscape								
	Streetscape Expenditure	754,555	377,278	376,658	620	99.84%	-49.84%	49.9%	See separate account sheet
	Streetscape - Income CEC	-459,636	0	-229,818	0	100.00%	-50.00%	50.0%	
	Streetscape - External work income	-15,000	-7,500	-3,977	-3523	53.03%	-3.03%	26.5%	
	Streetscape - Other	0	0	0	0				
	Streetscape - Misc Income	-900	-450	-375	-75	83.33%	-33.33%	41.7%	
	S/S Income	-475,536	-237,768	-234,170	-3598	98.49%		49.2%	
	Net Expenditure over Income	279,019	139,510	142,488	-2979	102.13%		51.1%	
THAS	Income	-707,240	-353,620	-356,006	351,234	100.67%	-50.67%	50.3%	Full Committee Summary
	Expenditure	1,180,729	590,365	580,180	-600,549	98.27%	-48.27%	49.1%	Full Committee Summary
	Total Income	-1,795,609	-897,805	-1,448,097	347,512	161.29%		80.6%	Overall summary includes mayor summary figures not on this sheet
	Total Expenditure	1,795,609	892,531	805,166	-990,443	90.21%		44.8%	Overall summary
	Net Income /Expenditure			-642,935	-642,931				Rounding allowed of £4.00
	Personnel								
	Staff Costs	1,057,591	528,796	510,389	18407	96.52%	-46.52%	48.3%	
	<u>Personnel with Pay Award for reference</u>								
	Permanent Staff Costs - Included budget pay award *1	1,057,591	528,796	535,908	-7113	101.35%	-51.35%	50.7%	
	Agency Staff	13,500	6,750	0	6750	0.00%	50.00%	0.0%	
	Total Staff Costs	1,071,091	535,546	535,908	-363	100.07%		50.0%	
	*1 Budgeted pay award (5%)			25,519					

Conaeton Town Council
Management Accounts 2023-24
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	1st April 2023 BF Balance	In To Date	Out To Date	Balance @ 30th Sept 23	Due out	Available
Reserves as at 31st August 2023						
310 General Reserve	241,636			241,636		241,636
318 Capital Equipment Fund	0	5,000	-3,916	1,084		1,084
320 Capital Contingency Fund	239,669	20,000	-27,126	232,543		232,543
321 EMR Elections	20,000			20,000		20,000
322 EMR Business Recovery Fund	5,000		-1,796	3,204	-3,204	0
324 EMR Crime Prevention/Traffic calming	7,357			7,357	-3,000	4,357
325 EMR Committed Grants	2,390		-2,390	0		0
326 EMR Congleton Partnership	57,227		-57,227	0		0
327 EMR Covid/Crisis	3,333			3,333		3,333
330 EMR Ancient Treasures	3,000			3,000		3,000
331 EMR Website	30,151			30,151		30,151
333 EMR Training	6,000			6,000		6,000
337 EMR Toilets	24,012			24,012		24,012
339 EMR Public Realm	8,153			8,153		8,153
340 EMR Legal Fees	46,406			46,406		46,406
342 EMR Tourism	5,576		-5,000	576		576
343 EMR Marketing	5,000			5,000		5,000
344 EMR Congleton Neighbourhood Plan	5,807		-2,172	3,635		3,635
346 EMR Rotary Bonfire	5,000			5,000		5,000
348 EMR Civic	1,000			1,000		1,000
349 EMR CIL	16,881			16,881		16,881
351 EMR Information Centre	22,011		-11,006	11,005	-11,005	0
353 EMR Ukraine Support	1,948			1,948	-1,948	0
354 EMR Carbon Offsetting	3,000			3,000		3,000
NEW EMR Property Maintenance	75,000			75,000		75,000
	835,557	25,000	-110,633	749,924	-19,157	730,767

Expected GR for 23-24 is £255,351.

Allocation of Capital budget moved from cost centre & current year purchases
 Allocation of Capital budget moved from cost centre & current year purchases

Allocated: Will be clear by March 24
 £3000 Allocated per Council resolution
 Carry forward figures transferred to cost centre
 Carry forward figures transferred to cost centre

Allocated, will be used going forward for profit on CTC events

Allocated

5 years to allocate to projects. First receipt was in 2022-2023
 First two quarters moved into budget cost centre
 Allocated to Grant, will be paid by Jan 24

**Congleton Town Council
Management Accounts 2023-24**

**TOWN HALL
Sep-23**

Month 6
Percentage 50.0%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% VARIANCE AGAINST M6	% SPENT OF ANNUAL BUDGET	NOTES
4000	Staff Costs (re-allocated)	70,592	35,296	35,746	-450	101.3%	-51.27%	50.6%	Full check taking place by RFO, may be updated
4008	Training	1,000	500	361	139	72.2%	-22.20%	36.1%	
4009	Protective Clothing/IH & Safety	500	250	498	-248	199.2%	-149.20%	99.6%	Replenishment of uniform & PPE for staff
4010	Cleaners	7,500	3,750	3,668	82	97.8%	-47.81%	48.9%	
4011	Rates	25,500	12,750	14,970	-2,220	117.4%	-67.41%	58.7%	Paid over 10 months
4012	Water	6,150	3,075	3,180	-105	103.4%	-53.41%	51.7%	Invoiced up to August 23
4014	Electricity	22,900	11,450	9,552	1,898	83.4%	-33.42%	41.7%	Recharge currently posted to this expense line, will be changed 24-25
4015	Gas	24,700	12,350	8,163	4,187	66.1%	-16.10%	33.0%	Invoiced up to August 23
4016	Cleaning materials	2,100	1,050	1,118	-68	106.5%	-56.48%	53.2%	
4017	Refuse Disposal	3,200	1,600	695	905	43.4%	6.56%	21.7%	
4020	Miscellaneous Office Costs	1,500	750	1,011	-261	134.8%	-84.80%	67.4%	Per requirements, line will be monitored
4025	Insurance	11,700	5,850	10,825	-4,975	185.0%	-135.04%	92.5%	Paid at start of the year
4033	Marketing/Promotions	3,500	1,750	58	1,692	3.3%	46.69%	1.7%	
4040	Maintenance Contracts	8,500	4,250	5,830	-1,580	137.2%	-87.18%	68.6%	As per requirements, some quarterly invoices
4041	Property Maintenance	20,000	10,000	12,648	-2,648	126.5%	-76.48%	63.2%	Includes £3288 for emergency lighting update
4068	Licences (incl PRS)	3,500	1,750	3,811	-2,061	217.8%	-167.77%	108.9%	Includes Music License which increased due to useage, Premises, Wedding & TV
6000	Central Overheads Reallocated	5,913	2,957	3,177	-221	107.5%	-57.46%	53.7%	
	Town Hall Expenditure	218,755	109,378	115,311	-5,934	105.4%	-55.42%	52.7%	
3020	Catering costs	0	0	3,812	-3,812				Recharged to customers
3021	Security Supplies	0	0	2,081	-2,081				Recharged to customers
		0	0	5,893	5,893				
	Total Town Hall Expenditure	218,755	109,378	121,204	-11,827	110.8%	-60.81%	55.4%	
1009	Rent Rec'd - Museum Notional	-4500	-2250	-2250	0	100.0%	-50.00%	50.0%	
1010	Rent Received - 3rd Party Partnership	-1533	-767	-767	1	100.1%	-50.07%	50.0%	
1011	Rent Received - Internal CTC	-26517	-13259	-13259	1	100.0%	-50.00%	50.0%	
1013	Letting Income - Grand Hall	-30000	-15000	-16322	1322	108.8%	-58.81%	54.4%	
1014	Letting Income - Bridestones	-13200	-6600	-1493	-5107	22.6%	27.38%	11.3%	
1015	Letting Income - Spencer Suite	-7000	-3500	-2213	-1287	63.2%	-13.23%	31.6%	CAB contribution updated in M7
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-6000	-7000	1000	116.7%	-66.67%	58.3%	
1021	Letting Income - Internal	-9000	-4500	-4826	326	107.2%	-57.24%	53.6%	
1022	Letting income - F&F	-1000	-500	-2467	1967	493.4%	-443.40%	246.7%	
1023	Commission- CP	-8000	-4000	-3634	-366	90.9%	-40.85%	45.4%	
1024	Letting Income- Security	0	0	-1867	1867	#DIV/0!	#DIV/0!	#DIV/0!	
1035	Service Charges - Brasserie	-3600	-1800	-1187	-613	65.9%	-15.94%	33.0%	
1051	Catering Sales (recharges)	0	0	-4948	4948	#DIV/0!	#DIV/0!	#DIV/0!	
1199	Miscellaneous Income	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	
	Total Town Hall Income	-116350	-58175	-62233	4058	107.0%	-56.98%	53.5%	
	Net Expenditure over Income	102,405	51,203	58,971	-7,769	115.2%	-65.17%	57.6%	

Congleton Town Council
Management Accounts 2023-24
CONGLETON INFORMATION CENTRE
Sep-23

Month 6
Percentage 50.0%

TOWN HALL
CONGLETON INFORMATION CENTRE

3000 Stock at 1st April
3041 3rd Party ticket resales
3042 Books, Maps, Guides resale
3043 Souvenirs for resale
3044 Stamps for resale
3046 Local Produce for resale
3047 Theatre gift cards for resale
3048 Food & Drink for resale
3049 CTC Merchandise
3999 Stock at 31st March 2022

Direct Expenditure

4000 Staff costs
4011 Rates
4013 Rent Payable
4162 General Expenditure
6000 Central Overheads Reallocated
EMR Retained for year 3

Indirect Expenditure

1041 Third Party Ticket Sales
1042 Books, Maps, Guides sales
1043 Souvenir sales
1044 Stamp Sales
1045 Photocopy sales
1046 Local Produce for resale
1047 Theatre gift cards
1048 Food and Drink sales
1049 CTC Merchandise sales

Income

1168 CEC Support Grant CIV
1031 CAB Reception Contribution

Total Income

Net Expenditure over Income

ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% VARIANCE AGAINST M6	% SPENT OF ANNUAL BUDGET
0	-	-	-			
73,150	36,575	23,868	12,707	65.3%	-15.26%	32.6%
2,850	1,425	414	1,011	29.1%	20.95%	14.5%
2,375	1,188	227	961	19.1%	30.88%	9.6%
500	250	-	250	0.0%	50.00%	0.0%
3,800	1,900	1,278	622	67.3%	-17.26%	33.6%
150	75	-	75	0.0%	50.00%	0.0%
1,197	599	230	369	38.4%	11.57%	19.2%
0	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
0	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
84,022	42,011	26,017	15,994	61.9%	-11.93%	30.96%
52,058	26,029	24,783	1,246	95.2%	-45.21%	47.6%
4,800	2,400	4,768	2,368	198.7%	-148.67%	99.3%
7,500	3,750	3,750	-	100.0%	-50.00%	50.0%
2,000	1,000	643	357	64.3%	-14.30%	32.2%
4,361	2,181	2,343	163	107.5%	-57.45%	53.7%
-22,011	11,006	11,006	1	100.0%	-50.00%	50.0%
48,708	24,354	25,281	927	103.8%	-53.81%	51.9%
-77,000	38,500	32,813	5,687	85.2%	-35.23%	42.6%
-3,000	1,500	682	818	45.5%	4.53%	22.7%
-2,500	1,250	841	409	67.3%	-17.28%	33.6%
-500	250	108	142	43.2%	6.80%	21.6%
-300	150	183	33	122.0%	-72.00%	61.0%
-4,000	2,000	2,303	303	115.2%	-65.15%	57.6%
-150	75	-	75	0.0%	50.00%	0.0%
-1,260	630	410	220	65.1%	-15.08%	32.5%
0	-	205	205	#DIV/0!	#DIV/0!	#DIV/0!
-88,710	44,355	37,545	6,810	84.6%	-34.65%	42.3%
-21,644	10,822	21,644	10,822	200.0%	-150.00%	100.0%
-5,000	2,500	417	2,083	16.7%	33.32%	8.3%
-26,644	13,322	22,061	8,739	165.6%	-115.60%	82.8%
-115,354	57,677	59,606	1,929	103.3%	-53.34%	51.7%
17,376	8,688	8,308	16,996	-95.6%	145.63%	-47.8%

NOTES

Paid in full on receipt of invoice

As per requirement, includes card payment bank charges

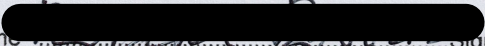
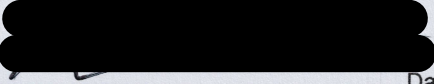
Q1 & Q2 moved in from reserves.

Received in full
CAB contribution updated in M7

Bank Reconciliation Statement as at 30/09/2023
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	30/09/2023	2909	88,807.43
			<u>88,807.43</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
28/09/2023 DD RBS Credit Card		16.99	16.99
			<u>16.99</u>
			88,790.44
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			88,790.44
		Balance per Cash Book is :-	88,790.44
		Difference is :-	0.00

Signatory 1:

Name  Signed 

Date 18/10/23

Signatory 2:

Name Signed Date

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		83,831.46					83,831.46	
bacs	Banked: 01/09/2023	488.40						
	Sales Recpts Page 3271	488.40	488.40		100			Sales Recpts Page 3271
bacs	Banked: 04/09/2023	147.37						
bacs	CIC Sumup	147.37			505		147.37	Income
bacs	Banked: 04/09/2023	704.09						
bacs	CIC Sumup	704.09			505		704.09	Income
bacs	Banked: 04/09/2023	2,166.31						
bacs	Public Sector Deposit Bond	2,166.31			1190	101	2,166.31	Interest received
	Banked: 04/09/2023	-81.78						
	Sales Recpts Page 3272	-81.78	-81.78		100			Sales Recpts Page 3272
bacs	Banked: 06/09/2023	129.77						
bacs	CIC Sumup	129.77			505		129.77	Income
bacs	Banked: 06/09/2023	431.10						
bacs	CIC Sumup	431.10			505		431.10	Income
000565	Banked: 06/09/2023	521.56						
000565	CIC Income	521.56			505		521.56	Income
000566	Banked: 06/09/2023	1,020.00						
000566	CIC income	1,020.00			505		1,020.00	Income
Bacs	Banked: 07/09/2023	419.47						
Bacs	CIC Sumup	419.47			505		419.47	Income
bacs	Banked: 07/09/2023	115.50						
	Sales Recpts Page 3275	115.50	115.50		100			Sales Recpts Page 3275
bacs	Banked: 07/09/2023	50.00						
	Sales Recpts Page 3276	50.00	50.00		100			Sales Recpts Page 3276
bacs	Banked: 07/09/2023	534,089.50						
bacs	Cheshire East	534,089.50			1176	101	534,089.50	Precept
bacs	Banked: 08/09/2023	313.61						
bacs	CIC Sumup	313.61			505		313.61	Income
bacs	Banked: 08/09/2023	15.00						
	Sales Recpts Page 3277	15.00	15.00		100			Sales Recpts Page 3277
bacs	Banked: 11/09/2023	857.92						
	Sales Recpts Page 3278	857.92	857.92		100			Sales Recpts Page 3278
bacs	Banked: 11/09/2023	50.00						
	Sales Recpts Page 3279	50.00	50.00		100			Sales Recpts Page 3279
bacs	Banked: 11/09/2023	50.00						
	Sales Recpts Page 3280	50.00	50.00		100			Sales Recpts Page 3280

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
bacs	Banked: 12/09/2023	124.43						
bacs	CIC Sumup	124.43			505		124.43	income
bacs	Banked: 12/09/2023	479.45						
bacs	CIC Sumup	479.45			505		479.45	Income
bacs	Banked: 12/09/2023	69.60						
	Sales Recpts Page 3283	69.60	69.60		100			Sales Recpts Page 3283
bacs	Banked: 13/09/2023	251.56						
bacs	CIC Sumup	251.56			505		251.56	Income
bacs	Banked: 13/09/2023	120.00						
	Sales Recpts Page 3284	120.00	120.00		100			Sales Recpts Page 3284
bacs	Banked: 14/09/2023	185.80						
bacs	CIC Sumup	185.80			505		185.80	Income
bacs	Banked: 14/09/2023	30.00						
	Sales Recpts Page 3285	30.00	30.00		100			Sales Recpts Page 3285
bacs	Banked: 15/09/2023	270.82						
bacs	CIC Sumup	270.82			505		270.82	Income
bacs	Banked: 15/09/2023	144.24						
	Sales Recpts Page 3286	144.24	144.24		100			Sales Recpts Page 3286
bacs	Banked: 15/09/2023	15.00						
	Sales Recpts Page 3287	15.00	15.00		100			Sales Recpts Page 3287
bacs	Banked: 18/09/2023	280.15						
bacs	CIC Sumup	280.15			505		280.15	Income
bacs	Banked: 18/09/2023	13.92						
	Sales Recpts Page 3288	13.92	13.92		100			Sales Recpts Page 3288
000427	Banked: 19/09/2023	45.00						
	Sales Recpts Page 3273	45.00	45.00		100			Sales Recpts Page 3273
000428	Banked: 19/09/2023	30.00						
	Sales Recpts Page 3274	30.00	30.00		100			Sales Recpts Page 3274
bacs	Banked: 19/09/2023	100.00						
	Sales Recpts Page 3289	100.00	100.00		100			Sales Recpts Page 3289
bacs	Banked: 19/09/2023	330.41						
bacs	CIC Sumup	330.41			505		330.41	Income
bacs	Banked: 20/09/2023	78.64						
bacs	CIC Sumup	78.64			505		78.64	Income
bacs	Banked: 21/09/2023	60.00						
	Sales Recpts Page 3290	60.00	60.00		100			Sales Recpts Page 3290

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
bacs	Banked: 21/09/2023	274.77						
bacs	CIC Sumup		274.77		505		274.77	Income
000567	Banked: 21/09/2023	525.34						
000567	CIC		525.34		505		525.34	Income
bacs	Banked: 22/09/2023	360.00						
	Sales Recpts Page 3291		360.00		100			Sales Recpts Page 3291
bacs	Banked: 25/09/2023	192.19						
bacs	Cic Sumup		192.19		505		192.19	Income
bacs	Banked: 25/09/2023	56.30						
	Sales Recpts Page 3292		56.30		100			Sales Recpts Page 3292
bacs	Banked: 25/09/2023	474.39						
bacs	CIC Sumup		474.39		505		474.39	Income
bacs	Banked: 26/09/2023	642.78						
bacs	CIC Sumup		642.78		505		642.78	Income
bacs	Banked: 27/09/2023	243.99						
bacs	CIC Sumup		243.99		505		243.99	Income
bacs	Banked: 27/09/2023	50.00						
	Sales Recpts Page 3293		50.00		100			Sales Recpts Page 3293
bacs	Banked: 27/09/2023	30.00						
	Sales Recpts Page 3294		30.00		100			Sales Recpts Page 3294
bacs	Banked: 27/09/2023	198.00						
	Sales Recpts Page 3295		198.00		100			Sales Recpts Page 3295
bacs	Banked: 28/09/2023	1,200.00						
	Sales Recpts Page 3296		1,200.00		100			Sales Recpts Page 3296
bacs	Banked: 28/09/2023	591.10						
	Sales Recpts Page 3297		591.10		100			Sales Recpts Page 3297
bacs	Banked: 29/09/2023	568.18						
bacs	CIC Sumup		568.18		505		568.18	Income
bacs	Banked: 29/09/2023	600.00						
	Sales Recpts Page 3298		600.00		100			Sales Recpts Page 3298
Total Receipts for Month		550,123.88	5,258.20	0.00			544,865.68	
Cashbook Totals		633,955.34	5,258.20	0.00			628,697.14	

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2023	Prism Solutions	dd	150.49	150.49		501			182949/16069/charges
01/09/2023	Cheshire East Council	DD	2,495.00			4011	221	2,495.00	Town Hall Rates
06/09/2023	Pitney Bowes Ltd	dd	72.00	72.00		501			BL06489924/16140/rental
07/09/2023	SIBA	BACS	420,000.00			202		420,000.00	Transfer
08/09/2023	BACS P/L Pymnt Page 3305	BACS Pymnt	14,055.20	14,055.20		501			BACS P/L Pymnt Page 3305
08/09/2023	L & J Print	BACS	95.00			4701	101	95.00	GR11/2223
11/09/2023	British Telecom	dd	45.47	45.47		501			Q093UH/16125/charges
15/09/2023	BACS P/L Pymnt Page 3312	BACS Pymnt	8,329.03	8,329.03		501			BACS P/L Pymnt Page 3312
15/09/2023	Bankline	BACS	122.95			4051	101	122.95	Bank charges
15/09/2023	[REDACTED]	BACS	150.00			4701	107	150.00	GR03/2324
18/09/2023	CTC	BACS	86,763.63			515		53,359.54	Sept payroll
						525	0	17,165.91	Sept payroll
						520	0	16,196.18	Sept payroll
						530	0	42.00	Sept payroll
19/09/2023	West Mercia Energy	dd	1,332.77	1,332.77		501			11392122/16090/Pool electric
21/09/2023	RBS Autopay	BACS	12.53			4051	101	12.53	Charges
22/09/2023	BACS P/L Pymnt Page 3317	BACS Pymnt	9,148.65	9,148.65		501			BACS P/L Pymnt Page 3317
25/09/2023	Prism Solutions	dd	1,920.79	1,920.79		501			184289/16202/IT Support
25/09/2023	EE Ltd	DD	170.40	170.40		501			98871659/16159/charges
28/09/2023	RBS Credit Card	DD	300.99			212		300.99	Credit Card Balance Payoff
Total Payments for Month			545,164.90	35,224.80	0.00			509,940.10	
Balance Carried Fwd			88,790.44						
Cashbook Totals			633,955.34	35,224.80	0.00			598,730.54	

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy										
MEETING DATE AND TIME	7.00pm 23 rd November 2023	LOCATION	Congleton Town Hall								
REPORT FROM	Serena Vanschepdael – Responsible Financial Officer (RFO)										
AGENDA ITEM REPORT TITLE	Item 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 October 2023</u></p> <table border="1"> <tr> <td>Business Reserve Account</td> <td>£ 611,003.32</td> </tr> <tr> <td>Cambridge and Counties 1 year fixed deposit (C&C)</td> <td>£ 250,000.00</td> </tr> <tr> <td>CCLA Deposit (Sweeper Account)</td> <td>£ 500,100.00</td> </tr> <tr> <td><u>Total</u></td> <td><u>£ 1,361.103.32</u></td> </tr> </table> <p><u>Investment Update</u> To note that the RBS account is currently over £400,000, this will be looked into once the pay award has been paid in December and a transfer made at that point.</p> <p><u>Current interest rates:</u> RBS:1.45% (Budgeted % was 0.3%) CCLA: 5.2629 (As at 31st October 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 £14,339. (At 31st October 2023)</p> <ul style="list-style-type: none"> • RBS £2,309 • CCLA £12,030 Future • C&C will be paid in December, 2023-24 allocation approx. £6,300 			Business Reserve Account	£ 611,003.32	Cambridge and Counties 1 year fixed deposit (C&C)	£ 250,000.00	CCLA Deposit (Sweeper Account)	£ 500,100.00	<u>Total</u>	<u>£ 1,361.103.32</u>
Business Reserve Account	£ 611,003.32										
Cambridge and Counties 1 year fixed deposit (C&C)	£ 250,000.00										
CCLA Deposit (Sweeper Account)	£ 500,100.00										
<u>Total</u>	<u>£ 1,361.103.32</u>										
Decision Requested	To receive the Savings Accounts balances to 31 st October 2023.										

List of Payments made between 01/09/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2023	Prism Solutions	dd	150.49		182949/16069/charges
01/09/2023	Cheshire East Council	DD	2,495.00		Town Hall Rates
06/09/2023	Pitney Bowes Ltd	dd	72.00		BL06489924/16140/rental
07/09/2023	SIBA	BACS	420,000.00		Transfer
08/09/2023	BACS P/L Pymnt Page 3305	BACS Pymnt	14,055.20		BACS P/L Pymnt Page 3305
08/09/2023	L & J Print	BACS	95.00		GR11/2223
11/09/2023	British Telecom	dd	45.47		Q093UH/16125/charges
15/09/2023	BACS P/L Pymnt Page 3312	BACS Pymnt	8,329.03		BACS P/L Pymnt Page 3312
15/09/2023	Bankline	BACS	122.95		Bank charges
15/09/2023	██████████	BACS	150.00	Grant	GR03/2324
18/09/2023	CTC	BACS	86,763.63		Sept payroll
19/09/2023	West Mercia Energy	dd	1,332.77		11392122/16090/Pool electric
21/09/2023	RBS Autopay	BACS	12.53		Charges
22/09/2023	BACS P/L Pymnt Page 3317	BACS Pymnt	9,148.65		BACS P/L Pymnt Page 3317
25/09/2023	Prism Solutions	dd	1,920.79		184289/16202/IT Support
25/09/2023	EE Ltd	DD	170.40		98871659/16159/charges
28/09/2023	RBS Credit Card	DD	300.99		Credit Card Balance Payoff
02/10/2023	Prism Solutions	dd	156.36		184853/16169/charges
02/10/2023	PWLB	DD	10,888.84		Loan repayment
02/10/2023	Cheshire East Council	DD	2,495.00		Town Hall Rates
02/10/2023	Quartix Ltd	dd	550.44		752166/16323/vehicle tracker
06/10/2023	BACS P/L Pymnt Page 3324	BACS Pymnt	29,153.62		BACS P/L Pymnt Page 3324
06/10/2023	Town Mayor 2	BACS	185.25		Tickets
06/10/2023	SOL Theatre School	BACS	525.00		GR04/2324
11/10/2023	██████████	008991	150.00		GR03/2324
13/10/2023	BACS P/L Pymnt Page 3332	BACS Pymnt	29,833.94		BACS P/L Pymnt Page 3332
16/10/2023	Bankline	DD	72.90		bank charges
16/10/2023	West Mercia Energy	dd	685.04		11400595/16179/cenotaph electr
18/10/2023	CTC	BACS	82,276.13		Oct Salary
20/10/2023	G T Security Ltd	2548	14,708.40		Security 2023 season
20/10/2023	BACS P/L Pymnt Page 3338	BACS Pymnt	8,089.15		BACS P/L Pymnt Page 3338
20/10/2023	RBS Autopay	BACS	11.87		Bank Charges
20/10/2023	West Mercia Energy	dd	841.80		03483735/16215/T Hall electric
23/10/2023	EE Ltd	DD	170.14		01288020464/16256/charges
Total Payments			<u>725,958.78</u>		

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

PCASH
 CC

Date	BACS Page	Invoice date	Payee Name	Amount Paid	Page Total	Transaction Detail	Total Invoices paid
08/09/2023	3305	21 August 2023	Alpha Omega Securities Ltd	£ 134.22		Security for bookings/events	1
08/09/2023	3305	28 August 2023	Alpha Omega Securities Ltd	£ 536.88		Security for bookings/events	1
08/09/2023	3305	12 August 2023	ATG London Ltd	£ 99.31		3rd Party Ticket sales	2
08/09/2023	3305	25 August 2023	Bellboy Print	£ 82.00		Green Fayre flyers	1
08/09/2023	3305	03 August 2023	Cavern Protective Clothing	£ 63.00		PPE	1
08/09/2023	3305	31 August 2023	Chester Zoo	£ 259.71		3rd Party Ticket sales	1
08/09/2023	3305	24 August 2023	Chubb Fire & Security Ltd	£ 995.33		Annual Contract:	1
08/09/2023	3305	22 August 2023	Cutler Cleaning Supplies Ltd	£ 557.40		Cleaning supplies S/Scape	1
08/09/2023	3305	25 August 2023	Cutler Cleaning Supplies Ltd	£ 328.70		Cleaning supplies T/Hall	1
08/09/2023	3305	31 August 2023	Dawsongroup Sweepers Ltd	£ 616.17		Sweeper brushes	1
08/09/2023	3305	27 August 2023	DC Assist Ltd	£ 438.00		Cleaning services	1
08/09/2023	3305	31 August 2023	ECCE	£ 120.00		Stand at fair	1
08/09/2023	3305	28 August 2023	Full Media Ltd	£ 4.79		CIC 3rd Party sales	1
08/09/2023	3305	31 August 2023	Full Colour Media Printing Group (UK) Ltd	£ 477.60		Business Cards	1
08/09/2023	3305	24 August 2023	K G Loach	£ 40.74		Horticultural Supplies	1
08/09/2023	3305	17 August 2023	Landscape Supply Company	£ 141.24		PPE	1
08/09/2023	3305	14 August 2023	Marks Events Ltd	£ 52.20		Catering supplies	1
08/09/2023	3305	30 August 2023	Michael Green Bodyworks Ltd	£ 2,624.98		Van repairs	1
08/09/2023	3305	24 August 2023	Palantine Paints & Chemicals Ltd	£ 163.08		Pool chemicals	1
08/09/2023	3305	30 August 2023	Prism Solutions	£ 1,152.20		Replacement Laptop	1
08/09/2023	3305	29 August 2023	RVV Pugh Ltd	£ 157.42		Strimmer repair	1
08/09/2023	3305	25 August 2023	Screwfix	£ 90.77		Sundry repair/general items	1
08/09/2023	3305	23 August 2023	Theatre Illumiere	£ 960.00		Green Fair event costs	1
08/09/2023	3305	31 August 2023	Mike Tingle Educational Consultant	£ 18.75		CIC-Local Sales	1
08/09/2023	3305	25 August 2023	Total Fire Management	£ 432.60		Fire training	1
08/09/2023	3305	20 August 2023	UK Fuels Ltd	£ 280.09		Fuel for vans	1
08/09/2023	3305	27 August 2023	UK Fuels Ltd	£ 835.35		Fuel for vans	1
08/09/2023	3305	24 August 2023	Urban Imprint Ltd	£ 1,800.00		NDPlan	1
08/09/2023	3305	31 August 2023	West Wallasey Contract Hire	£ 592.67		Van hire	1
			TOTAL		£ 14,055.20		
15/09/2023	3312	07 September 2023	Assoc Public SVCE Excellence (APSE)	£ 355.20		Training	1
15/09/2023	3312	09 September 2023	ATG London Ltd	£ 63.91		3rd Party Ticket sales	1
15/09/2023	3312	06 September 2023	Bees for Us	£ 100.80		Stock for CIC	1
15/09/2023	3312	01 September 2023	Canda Copying Ltd	£ 562.96		Photocopying charges	2
15/09/2023	3312	14 September 2023	Cat Social Media	£ 251.34		Partnership Webiste costs	1
15/09/2023	3312	31 August 2023	Heads Congleton Limited	£ 21.60		CIC Chronicle sales	1
15/09/2023	3312	12 September 2023	Cutler Cleaning Supplies Ltd	£ 260.39		Cleaning supplies	1
15/09/2023	3312	04 September 2023	Daneside Theatre	£ 408.50		3rd Party Ticket sales	2 & 1CN
15/09/2023	3312	12 September 2023	Four Oaks Nurseries Ltd	£ 233.17		Horticultural Supplies	1
15/09/2023	3312	05 September 2023	Sadam Francis Architechtrual Illustrator	£ 18.80		CIC-Local Sales	1
15/09/2023	3312	12 September 2023	Gladson UK Ltd	£ 153.82		Streetscape recharge costs	1
15/09/2023	3312	01 September 2023	JAF Graphics	£ 390.00		In Bloom signs	1
15/09/2023	3312	05 September 2023	LAC Autoparts	£ 65.19		Sundry van repairs/parts	1
15/09/2023	3312	13 September 2023	Landscape Supply Company	£ 238.54		Horticultural Supplies	1
15/09/2023	3312	05 September 2023	Mayer	£ 69.94		CIC-Local Sales	1
15/09/2023	3312	13 September 2023	Northwest In Bloom	£ 60.00		Tickets	1
15/09/2023	3312	03 September 2023	Pitney Bowes Ltd	£ 12.71		Postage	1
15/09/2023	3312	06 September 2023	Poppy May	£ 147.60		CIC-Local Sales	1
15/09/2023	3312	08 September 2023	Shred-It Ltd	£ 175.31		Shredding services	1
15/09/2023	3312	03 September 2023	UK Fuels Ltd	£ 350.75		Fuel for vans	1
15/09/2023	3312	02 September 2023	Water Plus Ltd	£ 103.70		Allotment water	1
15/09/2023	3312	06 September 2023	West Wallasey Contract Hire	£ 4,284.80		Van lease/hire	1
			TOTAL		£ 8,329.03		
22/09/2023	3317	11 September 2023	Alpha and Street Legal Tyres Ltd	£ 95.00		Tyre repair	1
22/09/2023	3317	06 September 2023	Birch Pest Control	£ 860.00		Pest Control fees	1
22/09/2023	3317	08 September 2023	Cheshire Electrical Supplies Ltd	£ 56.71		Sundry repair/general items	1
22/09/2023	3317	11 September 2023	Chubb Fire & Security Ltd	£ 920.74		Smoke detector test/upgrades	1
22/09/2023	3317	17 September 2023	Cosabelle	£ 8.00		CIC-Local Sales	1
22/09/2023	3317	19 September 2023	Culligan (UK) Ltd	£ 114.41		Town Hall Water	1
22/09/2023	3317	18 September 2023	Daneside Theatre	£ 434.63		3rd Party Ticket sales	1
22/09/2023	3317	03 September 2023	DC Assist Ltd	£ 175.20		Cleaning services	1
22/09/2023	3317	15 September 2023	Hayman Mechanical Services Ltd	£ 674.04		Boiler service	1
22/09/2023	3317	18 August 2023	J F Kehoe Installations Ltd	£ 168.00		Cooler repair	1
22/09/2023	3317	11 August 2023	K G Loach	£ 1,610.40		In Bloom supplies	1
22/09/2023	3317	14 September 2023	Little Bun Designs UK	£ 20.20		CIC-Local Sales	1
22/09/2023	3317	08 September 2023	My Little Hat Entertainment Ltd	£ 1,480.00		Tribute event costs	1
22/09/2023	3317	31 August 2023	The Old Saw Mill	£ 960.00		Luncheon Club	1
22/09/2023	3317	03 August 2023	Otter House Ltd	£ 149.16		Stock for CIC	2
22/09/2023	3317	08 September 2023	Pool Tech Services Ltd	£ 19.06		Parts for pool shutdown	1
22/09/2023	3317	18 September 2023	Congleton Rotary Club	£ 154.38		3rd Party Ticket sales	1
22/09/2023	3317	14 September 2023	Screwfix	£ 57.36		Sundry repair/general items	2
22/09/2023	3317	18 September 2023	Sharrocks	£ 180.58		Mower parts	1
22/09/2023	3317	12 September 2023	PTSG Electrical Services Ltd	£ 121.20		Lightning pole inspection	1
22/09/2023	3317	10 September 2023	UK Fuels Ltd	£ 204.60		Fuel for vans	1
22/09/2023	3317	19 September 2023	West Wallasey Contract Hire	£ 684.98		Van lease/hire	1
			TOTAL		£ 9,148.65		
06/10/2023	3324	30 September 2023	All Saints Community Centre	£ 278.00		Luncheon Club	1
06/10/2023	3324	25 September 2023	Alpha Omega Securities Ltd	£ 322.13		Security for bookings/events	1
06/10/2023	3324	18 September 2023	Aston Management	£ 120.00		Christmas Switch on event costs	1
06/10/2023	3324	26 September 2023	Auditing Solutions Ltd	£ 1,200.00		Interim internal audit	1
06/10/2023	3324	26 September 2023	Blachere Illumination UK Ltd	£ 11,570.40		Christmas Lights: CTC/40/2324	1
06/10/2023	3324	19 September 2023	Bornford Offie Products Ltd	£ 549.16		Stationery	1
06/10/2023	3324	20 September 2023	Eric Charlesworth (Electrical Contractor)	£ 3,945.60		Emergency Lighting	1
06/10/2023	3324	19 September 2023	Cheshire Electrical Supplies Ltd	£ 42.49		Sundry repair/general items	1
06/10/2023	3324	30 September 2023	Heads Congleton Limited	£ 347.80		Adverts/Chronicle sales	2
06/10/2023	3324	29 September 2023	Cutler Cleaning Supplies Ltd	£ 577.93		Cleaning supplies	1
06/10/2023	3324	30 September 2023	Daneside Theatre	£ 380.00		3rd Party Ticket sales	1
06/10/2023	3324	30 September 2023	DC Assist Ltd	£ 876.00		Cleaning services	1
06/10/2023	3324	30 September 2023	Full Media Ltd	£ 9.58		CIC-Local Sales	1
06/10/2023	3324	30 September 2023	Instant Tool & Plant Hire Ltd	£ 126.00		Jet wash hire	1
06/10/2023	3324	20 September 2023	K G Loach	£ 1,297.80		Horticultural Supplies	1
06/10/2023	3324	21 September 2023	L&J Printing	£ 91.20		Banners	1
06/10/2023	3324	26 September 2023	LAC Autoparts	£ 20.80		Sundry repair/general items	1
06/10/2023	3324	30 September 2023	DJH Mittenr Clarke	£ 635.40		Payroll services	1

06/10/2023	3324	30 September 2023	New Vic Theatre	£	365.82	3rd Party Ticket sales	1
06/10/2023	3324	26 September 2023	Niche Event Hire	£	1,515.60	Green Fayre stall	1
06/10/2023	3324	22 August 2023	PKF Little/John LLP	£	2,520.00	External Audit fees	1
06/10/2023	3324	27 September 2023	Screwfix	£	200.28	Sundry repair/general items	5
06/10/2023	3324	27 September 2023	Sharrocks	£	146.61	Sundry repair/general items	1
06/10/2023	3324	27 September 2023	Taylor Plumbing	£	85.00	Tap repairs	1
06/10/2023	3324	29 September 2023	Toolstations Ltd	£	6.26	Sundry repair/general items	1
06/10/2023	3324	26 September 2023	Tudor Environmental Ltd	£	218.24	PPE	2
06/10/2023	3324	17 September 2023	UK Fuels Ltd	£	615.48	Fuel for vans	1
06/10/2023	3324	24 September 2023	UK Fuels Ltd	£	347.82	Fuel for vans	1
06/10/2023	3324	30 September 2023	West Wallasey Contract Hire	£	742.22	Van lease/hire	1
			TOTAL		£ 29,153.62		
13/10/2023	3332	30 September 2023	Amberon Ltd	£	345.50	Event Road closures	1
13/10/2023	3332	06 October 2023	Ansa Environmental Services	£	1,287.74	HR Services	1
13/10/2023	3332	10 October 2023	Bomford Offie Products Ltd	£	214.08	Stationery	1
13/10/2023	3332	21 September 2023	Cavern Protective Clothing	£	218.40	PPE	1
13/10/2023	3332	01 October 2023	Changing Lives Together	£	2,240.00	Partnership 23-24 contract	1
13/10/2023	3332	17 August 2023	Cheshire East Council	£	11,456.69	CCTV costs- FAP/25/2324	1
13/10/2023	3332	01 October 2023	Citron Hygiene UK Ltd	£	120.13	Clinical waste collection	1
13/10/2023	3332	03 October 2023	Cope	£	3.20	CIC-Local Sales	1
13/10/2023	3332	01 September 2023	Dawsongroup Sweepers Ltd	£	3,180.72	Sweeper hire/lease	1
13/10/2023	3332	01 October 2023	Dawsongroup Sweepers Ltd	£	3,180.72	Sweeper hire/lease	1
13/10/2023	3332	31 August 2023	Four Oaks Nurseries Ltd	£	356.40	Horticultural Supplies	1
13/10/2023	3332	07 September 2023	Four Oaks Nurseries Ltd	£	2,145.96	Horticultural Supplies	1
13/10/2023	3332	21 September 2023	Four Oaks Nurseries Ltd	£	712.80	Horticultural Supplies	1
13/10/2023	3332	04 October 2023	Four Oaks Nurseries Ltd	£	422.40	Horticultural Supplies	1
13/10/2023	3332	05 October 2023	Landscape Supply Company	£	230.58	PPE	1
13/10/2023	3332	03 October 2023	Mayer	£	42.77	CIC-Local Sales	1
13/10/2023	3332	09 October 2023	My Little Hat Entertainment Ltd	£	474.00	Tribute series deposit	1
13/10/2023	3332	02 October 2023	Northwest Plant Agri Ltd	£	145.39	Jet wash repair	1
13/10/2023	3332	26 September 2023	Otis Ltd	£	622.19	Lift service	1
13/10/2023	3332	06 October 2023	Poppy May	£	71.20	CIC-Local Sales	1
13/10/2023	3332	06 October 2023	Prism Solutions	£	688.13	AP Switch/ IT supplies	1
13/10/2023	3332	02 October 2023	Reliable Property Services	£	338.00	Tiling toilets	1
13/10/2023	3332	05 October 2023	Screwfix	£	57.99	PPE	1
13/10/2023	3332	30 September 2023	Shenton Garden Supplies Ltd	£	60.00	Streetscape recharge costs	1
13/10/2023	3332	10 October 2023	SMG Consultancy	£	190.00	Eneergy Certificate	1
13/10/2023	3332	26 September 2023	UK Bjorn	£	50.00	Tribute event costs	1
13/10/2023	3332	01 October 2023	UK Fuels Ltd	£	557.74	Fuel for vans	1
13/10/2023	3332	03 October 2023	Water Plus Ltd	£	421.21	TH Waste water	1
			TOTAL		£ 29,833.94		
20/10/2023	3338	30 September 2023	Buxton Opera House	£	51.04	3rd Party Ticket sales	1
20/10/2023	3338	18 October 2023	CHALC	£	50.00	Clir training	1
20/10/2023	3338	11 October 2023	Cat Social Media	£	175.19	Green Fayre costs	1
20/10/2023	3338	12 October 2023	Eric Charlesworth (Electrical Contractor)	£	136.80	Emergency callout	1
20/10/2023	3338	13 October 2023	Cosabelle	£	11.20	CIC-Local Sales	1
20/10/2023	3338	15 October 2023	Culligan (UK) Ltd	£	132.22	Town Hall Water	1
20/10/2023	3338	30 September 2023	Dickinson	£	300.00	Green fayre costs	1
20/10/2023	3338	05 October 2023	Cheshire East Eye Society	£	100.00	Awareness training	1
20/10/2023	3338	06 September 2023	Hipswing Entertainments Ltd	£	2,035.20	Switch on event costs	1
20/10/2023	3338	09 October 2023	K.G Loach	£	544.24	Horticultural Supplies	1
20/10/2023	3338	08 October 2023	L&J Printing	£	1,685.00	Bear Neccessities printing	1
20/10/2023	3338	17 October 2023	Macclesfield Male Voice Choir	£	28.50	3rd Party Ticket sales	1
20/10/2023	3338	30 September 2023	The Old Saw Mill	£	1,200.00	Luncheon Club	1
20/10/2023	3338	29 September 2023	RVW Pugh Ltd	£	708.00	Blower	1
20/10/2023	3338	10 June 2023	Stage Hire Staffordshire Ltd	£	350.00	Event costs	1
20/10/2023	3338	06 October 2023	Tingle	£	50.00	Event photography	1
20/10/2023	3338	08 October 2023	UK Fuels Ltd	£	531.76	Fuel for vans	1
			TOTAL		£ 8,089.15		

List of Payments made between 01/09/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/09/2023	Land Registry	CCAU01	6.00		land search
28/09/2023	TV Licensing	CCAU02	159.00		TV Licence Town Hall
28/09/2023	EE	CCAU03	5.00		Top up - paddling pool phone
28/09/2023	Argos	CCAU04	50.00		Data only sim card P Pool
28/09/2023	Zoom	CCAU05	64.00		Partnership zoom
28/09/2023	Amazon	CCAU06	16.99		cable ties

		Total Payments	<u>300.99</u>		
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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	23rd November 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	Item 14 Annual Pay Award 2023-24		
Updates	<p>The National Association of Local Councils (NALC) have made contact and confirmed that the Annual Pay Award for 2023-2024 has been settled at an increase of £1,925 on each Salary Column Point (SCP) up to SCP43 and 3.88% for SCP beyond 43.</p> <p>Additional Pay Award details are:</p> <ul style="list-style-type: none">• The NJC has agreed that from 1 April 2023, Spinal Column Point (SCP) 1 will be permanently deleted from the NJC pay spine. (Noted for the report, no CTC staff are on SCP1) <p>The agreed the new rates of pay are applicable from 1st April 2023, employers are encouraged to implement this pay award as swiftly as possible and the backdated award be processed as quickly as possible back to 1st April 2023.</p> <p>The award will be implemented in the December 2023 payroll run, and all back pay due will be included. The backdated amounts will be verified by the Chief Officer and Chair of the Finance and Policy Committee prior to being input in the December pay run.</p>		
Decision Requested	<p>To:</p> <ol style="list-style-type: none">1- Note the Annual Pay Agreement award for 2023-2024 in accordance with the NJC agreement.2- To note that the back pay due from 1st April 2023 to 30th November 2023 will be paid in December 2023 payroll.3- To recommend 1-2 to Council on 7th December 2023 for noting and approval.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	23 rd November 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	Item 15 Investment Strategy Update- Cambridge & Counties		
Background	The new Investment Strategy was approved at Council on 29 th September 2022.		
Updates	<p>The Cambridge and County Bond matures on 8th December 2023, renewal documents are due to be received 14 days prior to the maturity date. The renewal will be presented to Council on 7th December 2023 for approval. The forms are not available to be presented to Finance and Policy as an appendix to this report. A verbal update will be provided at the meeting should the forms arrive in time.</p> <p>Current 1 Year Fixed Rate Bond with Cambridge & Counties is showing as an interest rate of 5.2%, this would provide interest income of approximately £13,000 on the investment of £250,000.</p> <p>Officer recommendation is that Finance and Policy Committee recommend the renewal of the Cambridge and Counties Bond to Council on 7th December 2023.</p>		
Decision Requested	1. To recommend the renewal of the Cambridge and Counties Bond to Council on 7 th December 2023.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	23 rd November 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	Item 16 Petty Cash Verification		
Background	We are required to verify our Petty Cash balance at least twice per financial year.		
Updates	For financial Year 2023-2024 the first verification was completed in 9 th November 2023. See Appendix 17.1.		
Decision Requested	1. To note the Petty Cash Verification		

