

## CONGLETON TOWN COUNCIL

### **Minutes of the Finance and Policy Committee Meeting held on Thursday 5<sup>th</sup> October 2023**

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 5th October 2023](#)

PRESENT	Committee members:	Cllr R Douglas- Chair Cllr C Booth- Deputy Chair Cllr R Walton Cllr R Brittain Cllr H Pearce
	Non Committee Members	Cllr S Firkin
	Ex-Officio Members	Cllr K Wesley- Ex-Officio Deputy Mayor
	Also present:	Congleton Town Council Officers: David McGifford- Chief Officer Serena Van Schepdael – RFO

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

Apologies were received from Cllrs M Edwardson, S Akers Smith and A Holland

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

**FAP/16/2324 RESOLVED** to note and sign [the minutes of the Finance and Policy Committee help on 20<sup>th</sup> July 2023](#)

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

Cllrs C Booth and H Pearce declared a non-pecuniary interest in item 8.3.

#### **4. Outstanding Actions**

**FAP/17/2324 RESOLVED** to note the report.

#### **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 31<sup>st</sup> 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 31<sup>st</sup> August 2023.

## 11. Bank Reconciliation

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

## 12. Savings Account Balances

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

## 13. List of Payments

**FAP/24/2324 RESOLVED** to receive and approve the Payments lists from 1<sup>st</sup> June to 31<sup>st</sup> 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 31<sup>st</sup> 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 12<sup>th</sup> October 2023.

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

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Month	5								NOTES
Percentage	41.7%	ANNUAL BUDGET	BUDGET TO MS	ACTUAL SPEND TO MS	£ VARIANCE OF MS BUDGETS	% SPENT AGAINST MS BUDGETS	% VARIANCE AGAINST MS on Budget lines	% SPENT OF ANNUAL BUDGET	
<b>Finance and Policy Committee</b>									
101		<b>Corp Management</b>							
		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%	-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%
		Insurance	13,200	5,500	12,372	-6872	224.95%	-183.25%	93.7%
		Computer/IT Costs	18,000	7,500	8,482	-982	113.09%	-71.39%	47.1%
		Photocopy Charges	1,500	625	421	204	67.30%	-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%
		Audit Fees - Internal	1,700	733	-96	829	-13.09%	34.79%	-5.5%
		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%
		Central Overheads reallocated	-71,460	-29,775	-31,587	1812	106.09%	-64.39%	44.2%
		<b>Corporate Management-Expenditure</b>	<b>221,572</b>	<b>92,322</b>	<b>86,771</b>	<b>5551</b>	<b>93.99%</b>		<b>39.2%</b>
		<b>Precept 2022-2023</b>	<b>-1,068,179</b>	<b>-445,075</b>	<b>-534,090</b>	<b>89015</b>	<b>120.00%</b>	<b>-78.30%</b>	<b>50.0%</b>
		Interest Receivable	-14,000	-5,833	-5,945	112	101.91%	-60.21%	42.5%
		Miscellaneous Income	0	0	0	0			Actual interest received for 23-24 to date £8881
		<b>Corporate Management-Income</b>	<b>-1,082,179</b>	<b>-450,908</b>	<b>-540,035</b>	<b>89127</b>	<b>119.77%</b>		<b>49.9%</b>
		<b>Net Income Over Expenditure</b>	<b>-860,607</b>	<b>-358,586</b>	<b>-453,264</b>	<b>94678</b>	<b>126.40%</b>		<b>52.7%</b>
102		<b>Civic</b>							
		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%
		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%
		Members Expenses	500	83	0	83	0.00%	41.70%	0.0%
		Civic Expenses	7,000	2,917	3,300	-383	113.14%	-71.44%	47.1%
		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%
		Civic Artefacts and Treasures	750	313	451	-139	144.32%	-102.62%	60.1%
		Central Overheads reallocated	1,600	667	708	-41	106.20%	-64.50%	44.3%
		MISC Income	0	0	0	0			£23000
		<b>Civic-Expenditure</b>	<b>51,929</b>	<b>21,637</b>	<b>22,084</b>	<b>-447</b>	<b>102.07%</b>		<b>42.5%</b>
107		<b>Grants</b>							
		Initial Grant Commitment	25,000	10,417	1,890	8527	18.14%	23.56%	7.6%
		Subsidised Use	4,500	1,875	1,987	-112	105.97%	-64.27%	44.2%
		Tf from EMR Committed Grants	0	0	-2,390	2390			
		Specified Grants	32,333	13,472	19,347	-5875	143.61%	-101.91%	59.8%
		<b>Grants- Expenditure</b>	<b>61,833</b>	<b>25,764</b>	<b>20,834</b>	<b>4930</b>	<b>80.87%</b>		<b>33.7%</b>
		<b>Capital</b>	<b>46,778</b>	<b>19,491</b>	<b>25,000</b>	<b>-5509</b>	<b>128.27%</b>	<b>-86.57%</b>	<b>53.4%</b>

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Month	5								NOTES
Percentage	41.7%	ANNUAL BUDGET	BUDGET TO MS	ACTUAL SPEND TO MS	£ VARIANCE OF MS BUDGETS	% SPENT AGAINST MS BUDGETS	% VARIANCE AGAINST MS	% SPENT OF ANNUAL BUDGET	
<b>Community and Environment Committee</b>									
215		Floral Displays Income	-4,000	-1,667	-3,204	3537	312.24%	-270.54%	130.1%
215		Floral Displays Expenditure	17,362	7,193	16,416	-9234	228.24%	-186.54%	95.1%
		<b>Total Floral</b>	<b>13,362</b>	<b>5,526</b>	<b>11,212</b>	<b>-5686</b>			
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%
		<b>Total Allotment</b>	<b>1,010</b>	<b>421</b>	<b>567</b>	<b>-146</b>			
300		Public Realm	3,000	1,250	0	1250	0.00%	41.70%	0.0%
301		Congleton Partnership Income	0	0	-3,259	3259		41.70%	
301		Congleton Partnership Expenditure	22,839	9,516	15,181	-5665		41.70%	194.8%
301		Congleton Partnership C/P	0	0	-57,227	57227		41.70%	Carry forward balance from 22-23
		<b>Total Partnership</b>	<b>22,839</b>	<b>9,516</b>	<b>-45,305</b>	<b>54,821</b>			
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	9,248	4,113	4,353	-250	106.08%	-64.38%	44.2%
		<b>Total Community Development</b>	<b>130,319</b>	<b>54,559</b>	<b>51,642</b>	<b>2,908</b>	<b>94.67%</b>		<b>39.4%</b>
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%
		<b>Total Crime</b>	<b>10,548</b>	<b>4,395</b>	<b>-680</b>	<b>4441</b>			PCSO invoice for Q4 22-23 paid, accrual journal completed. £6,530 total paid
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	9029	1.51%	40.19%	0.6%
		<b>Total Christmas</b>	<b>20,000</b>	<b>8,333</b>	<b>-187</b>	<b>8520</b>			
310		Neighbourhood Plan	0	0	2,172	-2172			
310		Neighbourhood Plan Tf From EMR	0	0	-2,172	2172			
		<b>Total Neighbourhood Plan</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
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%
		<b>Total Tourism</b>	<b>14,000</b>	<b>5,833</b>	<b>4,507</b>	<b>1326</b>			
351		Luncheon Club	11,000	4,583	4,958	-375	108.17%	-66.47%	45.1%
<b>Town Hall Assets and Services Committee</b>									
201		<b>Paddling Pool</b>	<b>67,689</b>	<b>28,204</b>	<b>23,255</b>	<b>4949</b>	<b>82.45%</b>	<b>-40.75%</b>	<b>34.4%</b>
		Longterm issue with water meter, since July 2022. Facilities Manager is trying to sort with Water Plus							
221		<b>Town Hall</b>	<b>218,355</b>	<b>90,981</b>	<b>97,905</b>	<b>-6924</b>	<b>107.61%</b>	<b>-65.91%</b>	<b>44.8%</b>
		Town Hall - Expenditure	-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		<b>Congleton Information Centre</b>	<b>133,130</b>	<b>55,471</b>	<b>49,365</b>	<b>6106</b>	<b>88.99%</b>	<b>-47.29%</b>	<b>37.1%</b>
		CIC - Expenditure	-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	<b>Public Toilets</b>	<b>6,700</b>	2,792	1,483	1,309	53.12%	-11.42%	22.1%	
270	<b>Conciansh</b>	<b>300</b>	125	131	-6	104.80%	-63.10%	43.7%	
280	<b>Streetscape</b>								
	Streetscape Expenditure	<b>754,555</b>	314,398	318,329	-3931	101.25%	-59.55%	42.2%	
	Streetscape - Income CEC	<b>-459,636</b>	0	-229,818	38303	120.00%	-78.30%	50.0%	
	Streetscape - External work income	<b>-15,000</b>	-6,250	-3,631	-2619	58.10%	-16.40%	24.2%	
	Streetscape - Other	<b>0</b>	0	0	0				
	Streetscape - Misc Income	<b>-900</b>	-375	-250	-125	66.67%	-24.97%	27.8%	
	S/S Income	<b>-475,336</b>	-198,140	-233,699	35559	117.95%		49.1%	
	Net Expenditure over Income	<b>279,019</b>	116,258	84,630	<b>31628</b>	72.80%		30.3%	
	Total Income	<b>-1,795,609</b>	<b>-748,170</b>	<b>-879,695</b>	<b>915,914</b>	117.58%		49.0%	Overall summary includes mayor summary figures not on this sheet
	Total Expenditure	<b>1,795,609</b>	<b>743,775</b>	<b>682,195</b>	<b>#####</b>	91.72%		38.0%	Overall summary
	Net Income /Expendure			<b>-197,500</b>	<b>-197,500</b>				Rounding allowed
	<b>Personnel</b>								
	Staff Costs	<b>1,057,591</b>	440,663	<b>423,596</b>	<b>17067</b>	96.13%	-54.43%	40.1%	
	Personnel with Pay Award for reference								
	Permanent Staff Costs - Included budget pay award *1	<b>1,057,591</b>	440,663	444,776	<b>-4113</b>	100.93%	-59.23%	42.1%	
	Agency Staff	<b>15,500</b>	5,625	0	<b>5625</b>	0.00%	41.70%	0.0%	
	Total Staff Costs	<b>1,071,091</b>	446,288	444,776	1512	99.66%		41.5%	
	*1 Budgeted pay award (5%)			<b>21,180</b>					
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			1st April 2023				31st August 23		
	<b>Reserves as at 31st August 2023</b>		BF Balance	IN	OUT		CF Balance		
310	General Reserve	<b>241,636</b>					241,636		
318	Capital Equipment Fund	<b>-</b>	5,000	<b>-3916</b>			1,084		Allocation of Capital budget moved from cost centre & current year purchases
320	Capital Contingency Fund	<b>239,669</b>	20,000	<b>-17484</b>			242,185		Allocation of Capital budget moved from cost centre & current year purchases
321	EMR Elections	<b>20,000</b>					20,000		
322	EMR Business Recovery Fund	<b>5,000</b>		<b>-1796</b>			3,204		
324	EMR Crime Prevention/Traffic calming	<b>7,357</b>					7,357		
325	EMR Committed Grants	<b>2,390</b>		<b>-2390</b>			-		Carry forward figures transferred to cost centre
326	EMR Congleton Partnership	<b>57,227</b>		<b>-57227</b>			-		Carry forward figures transferred to cost centre
327	EMR Covid/Crisis	<b>3,333</b>					3,333		
330	EMR Ancient Treasures	<b>3,000</b>					3,000		
331	EMR Website	<b>30,151</b>					30,151		
333	EMR Training	<b>6,000</b>					6,000		
337	EMR Toilets	<b>24,012</b>					24,012		
339	EMR Public Realm	<b>8,153</b>					8,153		
340	EMR Legal Fees	<b>46,406</b>					46,406		
342	EMR Tourism	<b>5,576</b>					5,576		
343	EMR Marketing	<b>5,000</b>					5,000		
344	EMR Congleton Neighbourhood Plan	<b>5,307</b>		<b>-2142</b>			3,165		
346	EMR Rotary Boufire	<b>5,000</b>					5,000		
348	EMR Civic	<b>1,000</b>					1,000		
349	EMR CIL	<b>16,881</b>					16,881		
351	EMR Information Centre	<b>22,011</b>		<b>-5503</b>			16,508		First quarter moved into budget cost centre
353	EMR Ukraine Support	<b>1,948</b>					1,948		Allocated to Grant, will be paid by Jan 24
354	EMR Carbon Offsetting	<b>3,000</b>					3,000		
NEW	EMR Property Maintenance	<b>75,000</b>					75,000		
		<b>835,557</b>	<b>25,000</b>	<b>- 90,458</b>	<b>770,099</b>				