CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 23rd November 2023

For the papers discussed at the meeting, please see the <u>Finance & Policy Committee - 23rd</u> November 2023 - Congleton Town Council (congleton-tc.gov.uk)

PRESENT Committee members: Cllr R Douglas- Chair

Cllr D Allen
Cllr R Brittain
Cllr M Edwardson
Cllr A Holland
Cllr H Pearce
Cllr R Walton

Non Committee Members Cllr H Seddon

Also present:

Congleton Town Council Officers David McGifford- Chief Officer

1. Apologies for absence

Apologies were received from Cllrs C Booth (Deputy Chair), Akers Smith and L Wardlaw.

2. Minutes of Previous Meetings

FAP/24/2324 RESOLVED to note and sign the minutes of the Finance and Policy Committee held on 5th October 2023

3. Declarations of Interest

There were none.

4. Outstanding Actions

FAP/25/2324 RESOLVED to note the report that the ICT Policy update is outstanding.

5. Questions from Members of the Public

There were none.

6. Urgent Items

There were none.

7. Grant Approvals and Commitments

FAP/26/2324 RESOLVED to receive a statement showing the current position as at 31st October 2023.

8. New Applications for Financial Assistance

FAP/27/2324 RESOLVED to award the following grants:

8.1- Puparazzi Flyball Team GR16/2324- £150

9. New Grant Activities Monitoring Forms

There were none.

10. Management Accounts (Attached)

FAP/28/2324 RESOLVED to receive and approve the Management Accounts to 30th September 2023.

11. Bank Reconciliation

FAP/29/2324 RESOLVED to receive the bank reconciliation as at 30th September 2023.

12. Savings Account Balances

FAP/30/2324 RESOLVED to receive the Savings Account update and balances to 31st October 2023.

13. List of Payments

FAP/31/2324 RESOLVED to receive and approve the Payments lists from 1st September to 31st October 2023.

14. Pay Award 2023-2024

FAP/32/2324 RESOLVED to:

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

| 15. <u>Investment Update</u> |
|--|
| FAP/33/2324 RESOLVED to recommend the renewal of the Cambridge and Counties Bond to Council on 7 th December 2023. |
| 16. Petty Cash Verification |

FAP/34/2324 RESOLVED to_note Petty Cash Verification.

10: Management Accounts

| Congleton To | | | | | | | | | |
|--------------|---|-----------------------|-----------|--------------------|------------|--------------------|--------------------|----------------------|---|
| | Accounts 2023-24 | | | | | | | | |
| Sep-23 | | | | | | | | | |
| Page 1/3 | | | | | | | | | |
| Mariah | 0 | | _ | | | _ | O/ 1/ADIANICE | | NOTES |
| Month | 6 | | | ACTUAL | £ VARIANCE | % SPENT | % VARIANCE | % SPENT OF | NOTES |
| | 50.0% | | BUDGET TO | ACTUAL SPEND TO | OF M6 | AGAINST M6 | AGAINST M6 | % SPENT OF ANNUAL | |
| Percentage | 50.0% | ANNUAL | | | | | on Budget | | |
| | | BUDGET | M6 | M6 | BUDGETS | BUDGETS | lines | BUDGET | |
| Finance and | Policy Committee | | | | | | | | |
| | | | | | | | | | |
| 101 | Corp Management | | | | | | | | |
| | Staff Costs (re-allocated) | 204,445 | 102,223 | 94,749 | 7474 | 92.69% | -42.69% | 46.3% | |
| | Travel | 500 | 250 | 0 | 250 | 0.00% | 50.00% | 0.0% | |
| | Training / Conferences | 3,000 | 1,500 | 863 | 637 | 57.53% | -7.53% | 28.8% | |
| | Rent Payable | 17,017 | 8,509 | 8,508 | 1 | 99.99% | -49.99% | 50.0% | |
| | Miscellaneous Office Costs | 2,500 | 1,250 | 952 | 298 | 76.16% | -26.16% | 38.1% | |
| | Telephone/Fax/Internet | 2,620 | 1,310 | 1,268 | 42 | 96.79% | -46.79% | 48.4% | |
| | Postage | 2,000 | 1,000 | 141 | 859 | 14.10% | 35.90% | 7.1% | |
| | Stationery & Printing | 3,100 | 1,550 | 1,246 | 304 | 80.39% | -30.39% | 40.2% | |
| | Subscriptions & Publications | 4.750 | 2,375 | 4,311 | -1936 | 181.52% | -131.52% | | Most subscriptions are due at start of the financial year |
| | Insurance | 13,200 | 6,600 | 12,372 | -5772 | 187.45% | -137.45% | | Paid at start of the financial year |
| | Computer/IT Costs | 18.000 | 9,000 | 10.082 | -1082 | 112.02% | -62.02% | | |
| | Photocopy Charges | 1,500 | 750 | 890 | -140 | 118.67% | -68.67% | 59.3% | |
| | Recruitment Advertising | 500 | 250 | 130 | 120 | 52.00% | -2.00% | 26.0% | |
| | Other Advertising | 300 | 150 | 0 | 150 | 0.00% | 50.00% | 0.0% | |
| | Bank Charges | 1,240 | 620 | 449 | 171 | 72.42% | -22.42% | 36.2% | |
| | Audit Fees - External | 2,100 | 1.050 | 2.100 | -1050 | 200.00% | -150.00% | | Paid in full |
| | Audit Fees - External Audit Fees - Internal | 1,760 | 1,050 | 904 | -1050 | 102.73% | -150.00% | | |
| | Accountancy Support | 5.000 | 2.500 | 998 | 1502 | 39.92% | 10.08% | 20.0% | First Interim completed |
| | | | | | | | | | |
| | Legal & Professional fees | 5,500 | 2,750 | 47 | 2703 | 1.71% | 48.29% | 0.9% | |
| | HR & H&S support | 4,000 | 2,000 | 2,340 | -340 | 117.00% | -67.00% | | 2 quarters paid |
| | Central Overheads reallocated | -71,460 | -35,730 | -38,400 | 2670 | 107.47% | -57.47% | 53.7% | |
| | | | | | | | | | |
| | Corporate Management:-Expenditure | 221,572 | 110,786 | 103,950 | 6836 | 93.83% | | 46.9% | |
| | | | | | | | L I | | |
| | Precept 2022-2023 | -1,068,179 | -534,090 | -1,068,179 | 534090 | 200.00% | -150.00% | | Paid in full |
| | Interest Receivable | -14,000 | -7,000 | -8,691 | 1691 | 124.16% | -74.16% | 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% | -41.68% | 45.8% | |
| | Training / Conferences | 1,500 | 750 | 153 | 597 | 20.40% | 29.60% | 10.2% | |
| | Stationery & Printing | 500 | 250 | 0 | 250 | 0.00% | 50.00% | 0.0% | |
| | Marketing/Promotions | 1,000 | 500 | 637 | -137 | 127.40% | -77.40% | 63.7% | Town Guide launch. |
| | Council Newsletter | 8,000 | 4,000 | 3.043 | 957 | 76.08% | -26.08% | 38.0% | |
| | Council Website | 2,500 | 1,250 | 653 | 597 | 52.24% | -2.24% | 26.1% | |
| | Mayor's Allowance | 3,000 | 1,500 | 3.000 | -1500 | 200.00% | -150.00% | | Paid in full |
| | Members Expenses | 200 | 100 | 0,000 | 100 | 0.00% | 50.00% | 0.0% | 2 4004 01 1400 |
| | Civic Expenses | 7,000 | 3,500 | 3,315 | 185 | 94.71% | -44.71% | | Mayor Making & Civic Service costs |
| | Civic Regalia | 250 | 125 | 3,313 | 125 | 0.00% | 50.00% | 0.0% | major making a civic del vice costs |
| | Hall & Room Hire | 6,500 | 3,250 | 3.087 | 163 | 94.98% | -44.98% | | Dependant on quantity of meetings |
| | Civic Artefacts and Treasures | 750 | 3,230 | 451 | -76 | 120.27% | -70.27% | 60.10 | New badges/regalia |
| | Central Overheads reallocated | | 800 | 861 | -76 | 107.63% | -57.63% | 53.8% | Ivew pauges/regalia |
| | MISC Income | 1,600 | 800 | 861 | -67 | 107.63% #DIV/0! | -57.63% #DIV/0! | 53.8% #DIV/0! | |
| | | | | | | #DIV/U! 92.31% | #DIV/U! | #DIV/U! 46.2% | |
| | Civic:-Expenditure | 51,929 | 25,965 | 23,969 | 1996 | 92.31% | | 46.2% | |
| .07 | 0 | | | | | | | | |
| 107 | Grants | 05.055 | 10.500 | 0.4 | 105 | 477.000 | 00.00 | 0 | |
| | Initial Grant Commitment | 25,000 | 12,500 | 2,135 | 10365 | 17.08% | 32.92% | 8.5% | |
| | Sunsidised Use | 4,500 | 2,250 | 2,037 | 213 | 90.53% | -40.53% | 45.3% | |
| | Tfr from EMR Committed Grants | 0 | 0 | -2,390 | 2390 | | 50.00% | 1 | |
| | Specified Grants | 32,333 | 16,167 | 19,850 | -3684 | 122.78% | -72.78% | 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% | -56.89% | 53.4% | |
| | | | | | | | | | |
| | | | | | | 199.47% | 1 P | 00.70/ | |
| F&P Income - | - Income | -1,082,179 | -541,090 | -1,079,295 | -2,884 | 199.47% | 1 | 99.7% | Full Committee Summary includes Mayor cost centre of £2,225 |
| F&P Income - | Income Expenditure | -1,082,179 382,112 | 191,056 | 172,938 | 209,174 | 90.52% | | | Full Committee Summary includes Mayor cost centre of £2,225 Full Committee Summary includes Mayor cost centre of cf balance of -£1613 |

| Congleton Manageme | Town Council nt Accounts 2023-24 | | | | | | | | |
|-----------------------|--|------------------|------------------|-------------|----------------|------------|-------------------|------------|--|
| Sep-2 | | | | | | | | | |
| Page 2/3 | | | | | | | | | |
| Month | 6 | | | | | | % VARIANCE | _ | NOTES |
| IVIOLITI | 6 | | | ACTUAL | £ VARIANCE | % SPENT | AGAINST M6 | % SPENT OF | NOTES |
| Percentage | 50.0% | ANNUAL | BUDGET TO | SPEND TO | OF M6 | AGAINST M6 | on Budget | ANNUAL | |
| | | BUDGET | M6 | M6 | BUDGETS | BUDGETS | lines | BUDGET | |
| Community | and Environment Committee | | | | | | | | |
| Community | and Environment Committee | | | | | | | | |
| 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 | | | | |
| 200 | D. Mr. Davids | 0.000 | 4.500 | | 4500 | 0.000 | 50.000 | 0.00 | |
| 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% | |
| 302 | 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 Income 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 | 72.0270 | 07.0070 | 0.070 | 1 000 intolic for Q-12 20 para, decreas journal completed. 20,000 total para |
| | | | | | | | | | |
| 305 | Christmas Fayre/lights Income | -2,000 | -1,000 11,000 | -1,117 | 117 | 111.70% | -61.70% 47.84% | 55.9% | |
| 305 | Christmas Fayre/lights Expenditure Total Christmas | 22,000 20,000 | 10,000 | 238 -879 | 10762 10879 | 2.16% | 47.84% | 1.1% | |
| | Total Girlsullas | 20,000 | 10,000 | -010 | 70073 | | | | |
| 310 | Neighbourhood Plan | 0 | 0 | 2,172 | -2172 | | | | |
| 310 | Neighbourhood Plan Tfr From EMR | 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 monitiored by C.O/R.F.O |
| 351 | Luncheon Club | 11,000 | 5,500 | 6,196 | -696 | 112.05% | -02.00% | 50.3% | Being monitiored 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 |
| | | | | | - | | % VARIANCE | | NOTES |
| Town Hall. | Assets and Services Committee | | | ACTUAL | £ VARIANCE | % SPENT | AGAINST M6 | % SPENT OF | NOTES |
| | | ANNUAL | BUDGET TO | SPEND TO | OF M6 | AGAINST M6 | on Budget | ANNUAL | |
| | | BUDGET | M6 | M6 | BUDGETS | BUDGETS | lines | BUDGET | |
| | | | | | | | | | |
| 201 | Paddling Pool | 67,689 | 33,845 | 28,604 | 5241 | 84.52% | -34.52% | 42.3% | See separate account sheet |
| 221 | Town Hall | | 1 | | | | 1 | | |
| - | 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 | Consisten Information Contro | | | | | | | | |
| 225 | Congleton Information Centre CIC - Expenditure | 132.730 | 66.365 | 51,298 | 15067 | 77.30% | -27.30% | 38.6% | See separate account sheet |
| | CIC - Experiature CIC- Income | -115,354 | -57,677 | -59,606 | 1929 | 103.34% | -53.34% | 51.7% | See Separate Goodin SIECE |
| | 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 0 | 376,658 | 620 | 99.84% | -49.84% | 49.9% | See separate account sheet |
| | Streetscape - Income CEC | -459,636 | -229,818 | -229,818 | 0 | 100.00% | -50.00% | 50.0% | |
| | Streetscape - External work income Streetscape - Other | -15,000 0 | -7,500 0 | -3,977 | -3523 0 | 53.03% | -3.03% | 26.5% | |
| | Streetscape - Misc Income | -900 | -450 | -375 | -75 | 83.33% | -33.33% | 41.7% | |
| | S/S Income Net Expenditure over Income | -475,536 279.019 | -237,768 139,510 | -234,170 142,488 | -3598 -2979 | 98.49% 102.13% | | 49.2% 51.1% | |
| | ivet Experiatione over alconne | | | | | | | | |
| THAS | Income Expenditure | -707,240 | -353,620 | -356,006 | 351,234 | 100.67% 98.27% | -50.67% -48.27% | | Full Committee Summary 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% | | | Overall summary includes mayor summary figures not on this sheet |
| | Total Expenditure Net Income /Expenditure | 1,795,609 | 892,531 | 805,166 -642,935 | -990,443 -642,931 | 90.21% | | 44.8% | Overall summary Rounding allowed of £4.00 |
| | a new accessor a hartfall that that | | | J-12,000 | <u></u> | | | | - A CHYV |
| | Personnel | | | | | | | | |
| | Staff Costs | 1,057,591 | 528,796 | 510,389 | 18407 | 96.52% | -46.52% | 48.3% | |
| | Personnel with Pay Award for reference | | | | | | | | |
| | | | | | | | | | |
| | Permanent Staff Costs - Included budget pay award *1 Agency Staff | 1,057,591 | 528,796 6.750 | 535,908 | -7113 | 101.35% | -51.35% 50.00% | 50.7% 0.0% | |
| | Agency Starr Total Staff Costs | 13,500 | 535,546 | 535,908 | 6750 -363 | 100.07% | 50.00% | 50.0% | |
| | *1 Budgeted pay award (5%) | | | 25,519 | | | | | |
| | | | | | | | | | |
| | Town Council nt Accounts 2023-24 | | | | | | | | |
| Sep-2 | | | | | | | | | |
| Page 3/3 | | 1st April 2023 | In | Out | Balance @ | Due out | Available | | |
| Reserves a | s at 31st August 2023 | BF Balance | To Date | To Date | 30th Sept 23 | Due out | Available | | |
| 310 | General Reserve | 241,636 | | | 241,636 | | 241,636 | | Expected GR for 23-24 is £255,351. |
| 318 | Ear Marked Reserves Capital Equipment Fund | 0 | 5,000 | -3,916 | 1,084 | | 1.084 | | Allocation of Capital budget moved from cost centre & current year purchases |
| 320 | Capital Contingency Fund | 239,669 | 20,000 | -27,126 | 232,543 | | 232,543 | | Allocation of Capital budget moved from cost centre & current year purchases |
| 321 322 | EMR Elections EMR Business Recovery Fund | 20,000 5,000 | | -1 796 | 20,000 3,204 | -3 204 | 20,000 | | Allocated: Will be clear by March 24 |
| 324 | EMR Crime Prevention/Traffic calming | 7,357 | | | 7,357 | | 4,357 | | £3000 Allocated per Council resolution |
| 325 | EMR Committed Grants | 2,390 | | -2,390 | 0 | | 0 | | Carry forward figures transferred to cost centre |
| 326 327 | EMR Congleton Partnership EMR Covid/Crisis | 57,227 3,333 | | -57,227 | 3,333 | | 3,333 | | Carry forward figures transferred to cost centre |
| 330 | EMR Ancient Treasures | 3,000 | | | 3,000 | | 3,000 | | |
| 331 333 | EMR Website EMR Training | 30,151 6,000 | | | 30,151 6.000 | | 30,151 6.000 | | |
| 337 | EMR Toilets | 24,012 | | \vdash | 24,012 | | 24,012 | | |
| 339 | EMR Public Realm | 8,153 | | | 8,153 | | 8,153 | | |
| 340 342 | EMR Legal Fees EMR Tourism | 46,406 5,576 | | -5,000 | 46,406 576 | | 46,406 576 | | Allocated, will be used going forward for profit on CTC events |
| 343 | EMR Marketing | 5,000 | | | 5,000 | | 5,000 | | |
| 344 346 | EMR Congleton Neighbourhood Plan EMR Rotary Bonfire | 5,807 5,000 | | -2,172 | 3,635 5,000 | | 3,635 5.000 | | Alloctaed |
| 346 | EMR Civic | 1,000 | | | 1,000 | | 1,000 | | |
| 349 | EMR CIL | 16,881 | | | 16,881 | | 16,881 | | 5 years to allocate to projects. First receipt was in 2022-2023 |
| 351 353 | EMR Information Centre EMR Ukraine Support | 22,011 1,948 | | -11,006 | 11,005 | -11,005 -1.948 | 0 | | First two quarters moved into budget cost centre Allocated to Grant, will be paid by Jan 24 |
| 354 | EMR Carbon Offsetting | 3,000 | | | 3,000 | -1,340 | 3,000 | | , modeled to Grain, will be paid by sail 24 |
| NEW | EMR Property Maintenace | 75,000 | 05.000 | 440.000 | 75,000 | 40.457 | 75,000 | | |
| | | 835,557 | 25,000 | -110,633 | 749,924 | -19,157 | 730,767 | | |