



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

7th March 2024

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 14th March 2024 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 25th January 2024.](#)

3. Declarations of Interest

Members are requested to declare both “pecuniary” and “non-pecuniary” interests. as early in the meeting as they become known.

4. Outstanding Actions (Enclosed)

To review any outstanding actions from previous meetings.

4.1 ICT Policy Review: See Item 19.

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. Presentations to the Committee

There are none.

7. Urgent Items

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

8. Minutes of Working Groups

There are none.

9. Committee Items Relating to Working Groups

There are none.

10. Grant Approvals and Commitments (Enclosed)

To receive a statement showing the current position as at 29th February 2024.

11. New Applications for Financial Assistance (Enclosed)

11.1- Congleton Pride GR21/2324

11.2- The Green Tree House GR22/2324

11.3- Marton and District CofE Primary School Parent Teacher Association GR23/2324

11.4- Sol Theatre School GR24/2324

11.5- Our Gang - Congleton Scout & Guide Gang Show GR25/2324

11.6- Mossley Toddler Group GR26/2324

12. New Grant Activities Monitoring Forms (Enclosed)

12.1- Congleton Museum GR02/2324

12.2- Congleton Pride GR08/2324

13. Management Accounts including Budget Update (Enclosed)

To receive the management accounts to 31st January 2024.

14. Bank Reconciliation (Enclosed)

To receive and consider the bank reconciliation as at 31st January 2024.

15. Savings Account Balances (Enclosed)

To receive the Savings Account balances as at 31st January 2024.

16. List of Payments (Enclosed)

To receive and approve the List of payments from 1st November 2023 to 31st January 2024.

17. Internal Audit Report (Enclosed)

To receive the Second Interim Internal Audit Report.

18. Petty Cash Verification (Enclosed)

To note the Petty Cash verification by the Internal Auditor on 31st January 2024.

19. ICT Policy Review (Enclosed)

To review and approve the Draft ICT Policy and recommend to the Council for approval and adoption into the Constitution.

20. Document Retention Policy (Enclosed)

To review and approve the Draft Document Retention Policy and recommend to the Council for approval and adoption into the Constitution.

21. CIL Report (Enclosed)

To receive the CIL report.

22. Internal Auditor & Accountant appointments (Enclosed)

To approve the services of DCK Accounting Solutions as the External Accounting and Auditing Solutions as the Internal Auditors for the financial year 2024-2025.

23. Business Risk Assessment (Enclosed)

To approve the Business Risk Assessment 2024-2025 and to recommend to Council for Approval.

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.

CONGLETON TOWN COUNCIL

**Minutes of the Finance and Policy Committee Meeting
held on Thursday 25th January 2024**

****Please note – These are draft minutes and will not be ratified until the next meeting of the Finance & Policy Committee**

For the papers discussed at the meeting, please see the [Finance & Policy Committee - 25th January 2024](#)

PRESENT	Committee members:	Cllr R Douglas- Chair Cllr C Booth – Vice Chair Cllr R Brittain Cllr M Edwardson Cllr A Holland Cllr H Pearce
	Ex- Officio	Cllr R Moreton -Mayor Cllr K Wesly -Deputy Mayor

Non Committee Members	Cllr S Firkin Cllr H Seddon Cllr G Williams
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Also present: Congleton Town Council Officers	David McGifford- Chief Officer Serena Van Schepdael - RFO 1 Press and 2 members of public.
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1. Apologies for absence

Apologies were received from Cllrs R Walton, L Wardlaw and S Ackers Smith

2. Minutes of Previous Meetings

FAP/35/2324 RESOLVED to note and sign the minutes of the Finance and Policy Committee held on 23rd November 2023

3. Declarations of Interest

Cllr K Wesley declared an interest in item 8.3 as a Trustee of Congleton Pride who are match funding the applicant's grant.

Cllr S Firkin declared an interest in item 8.3 as a trustee of Congleton Museum, however could not vote due to being a non-committee member.

4. Outstanding Actions

FAP/36/2324 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. Minutes of Working Groups (Enclosed)

FAP/37/2324 RESOLVED: To note the minutes from the Town Centre Regeneration Working Group.

8. New Applications for Financial Assistance (Enclosed)

FAP/38/2324 RESOLVED to award:

- 11.1 – GR17 Congleton Harriers- £450
- 11.2 – GR18 Trinity Amateur Operatic Society- £1,000
- 11.3 – GR19 Congleton Museum-£550
- 11.4 – GR20 Congleton Rotary-£906

9. Financial Regulations Review (Enclosed)

FAP/39/2324 RESOLVED to approve the draft updates and recommend them to Council for approval and adoption into the Constitution.

10. Unreasonably Persistent or Vexatious Complaints Policy (Enclosed)

FAP/40/2324 RESOLVED to approve the draft Policy and recommended this to Council for approval and adoption into the Constitution, with the below additions:

- Include Councillors in the Policy
- Include a link to the Council Equality and Inclusion Policy

**Cllr Robert Douglas
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	14th March 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	11 Grant Applications Cover Report		
Background	The current available balance for Permitted Financial Assistance applications is £3,582. The total for applications presented for permitted grants is £5,106. (One application is over the £1,000 with discretion maximum, 3 applications are for events in the next financial year). This is the final Finance and Policy meeting of the year.		
Update	The new Grants Policy Criteria can be found here: CONGLETON TOWN COUNCIL-DRAFT GRANTS & FUNDING POLICY (congleton-tc.gov.uk)		
Details	<p>11.1 Congleton Pride They have applied for £856 towards the costs of a stage for the July 2024 Event, total project cost is £8,166. They have provided a quote which the applicant has confirmed is the chosen company due to a generous discount being applied to the original cost of £1,673. Previous recent grants awarded are: £360 in this financial year, £500 in 2022-2023.</p> <p>11.2 The Green Tree House They have applied for a grant of £1,480, applicant advised that the maximum is £1,000 but with committee discretion. Total project cost is £14,000. The grant is to purchase food pallets, previous accounts have been provided. Previous grants are £750 in 2022-2023 and £2,000 in 2020-2021.</p> <p>11.3 Marton and District CofE Primary School Parent Teacher Association They have applied for a grant of £1,000 towards new playground equipment. Total project cost is £12430. No recent previous grants. Grant application states 95% of pupils that attend this school are from CW12 Congleton postcodes.</p> <p>11.4 SOL Theatre School They have applied for £730 to contribute toward funding for students attending the two-week summer school. Total project cost is £21,000. Recent grants are £525 in 2022-23, and £600 in 2019-2020.</p> <p>11.5 Our Gang- Congleton Scout & Guide Gang Show They have applied for a grant of £800 towards a project of £27,410, which will go towards lighting and sound for the 2024 show. The previous grant award was in 2022 for £750. A breakdown of costs has been provided, and a quote requested.</p> <p>11.6 Mossley Toddler Group</p>		

	<p>They have applied for £240 towards a project of £480 which is to improve equipment. No previous applications.</p> <p>Details correct at the time of Agenda publish date, verbal updates on applications will also be provided by the RFO where needed.</p>
Financial	Approved Grant awards will reduce the relevant budget line.
Environmental	No implications for this decision.
Equality and Diversity	No implications for this decision.
Decision Request	To discuss and approve Financial Assistance applications.



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

Application Reference (Office use only): GR21/2324	
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Congleton Pride
Address of Organisation:	[REDACTED]
Name of Applicant:	Ronan Clayton
Position:	Founder & Trustee
Telephone Number:	[REDACTED]
Email address:	[REDACTED]
Website:	www.congletonpride.co.uk
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Charitable Trust
Please tell us about your organisation, its aims and the work you undertake	
Congleton Pride's vision is that	
<ul style="list-style-type: none">Congleton is an LGBTQIA+ inclusive and welcoming town with an informed and accepting public.	
Our Mission is to	
<ul style="list-style-type: none">Make LGBTQIA+ people feel welcome and safe to be open and celebrate who they are in Congleton.	
In addition to an annual Pride event, we run events throughout the year including informal socials such as a weekly 'Caffeine Connections' at Bluey's in the Town Hall, and fundraisers for our main event. We collaborate with lots of local organisations such as the Town Council, Congleton Museum, the local Police and local churches, and work hard to support the LGBTQIA+ community in Congleton. We will continue to support and celebrate our community and the individuality and uniqueness of the people within it	

3: COST DETAILS/ RESOURCES/ TIMETABLE															
Project Title:	Congleton Pride- Main Summer Event – Sat 20 th July														
Project Objectives:	Stage Hire – Free Event For The People Of Congleton & Wider Community														
Brief Project Description:	<p>Central to our activities is the holding of an annual festival in Congleton Town Centre. This involves entertainment all day in Congleton Town Centre on a central stage designed for a family audience. For the second year, we will also be hosting a Community Stage showcasing primarily local entertainers and community groups. with any surplus being returned to Congleton Pride- the organizers do not take a single penny.</p> <p>It is in respect of the hire of the stage that we seek your assistance. The stage hire itself costs £856 (inc VAT) and it would help this year's event tremendously if CTC could grant us this sum, represents a contribution of 10% to the running of the whole event</p>														
Total Cost of Project	Approx £8166														
Total contribution sought:	£856														
Details of cost breakdown and budgets:	<table> <tbody> <tr> <td>Artists £2500</td> <td>Advertising £400</td> </tr> <tr> <td>Stage £856</td> <td>Toilet Hire £200</td> </tr> <tr> <td>Community Stage £360</td> <td>First Aid £200</td> </tr> <tr> <td>Insurance £700</td> <td>Banners £200</td> </tr> <tr> <td>Road Closure £800</td> <td>Contingency £500</td> </tr> <tr> <td>Gazebo/Equip Hire £1100</td> <td>TOTAL £8166</td> </tr> <tr> <td>Town Hall Hire (Exhibition) £350</td> <td></td> </tr> </tbody> </table>	Artists £2500	Advertising £400	Stage £856	Toilet Hire £200	Community Stage £360	First Aid £200	Insurance £700	Banners £200	Road Closure £800	Contingency £500	Gazebo/Equip Hire £1100	TOTAL £8166	Town Hall Hire (Exhibition) £350	
Artists £2500	Advertising £400														
Stage £856	Toilet Hire £200														
Community Stage £360	First Aid £200														
Insurance £700	Banners £200														
Road Closure £800	Contingency £500														
Gazebo/Equip Hire £1100	TOTAL £8166														
Town Hall Hire (Exhibition) £350															

What will the money be spent on?/ Resources needed:	Hire of main stage, all audio equipment and use of sound engineers all day. Please see enclosed quotation. This represents incredible value as Bailey's Audio Systems already offer Congleton Pride a 50% discount !
Any ongoing costs:	Not for this event. Congleton Pride have operating costs throughout the year of approx. £2k pa on things like Internet Costs, Group Insurance, Outreach programmes, but this is all met by by internal fund raising.
Details of confirmed match funding, include source Cash/Grant: In kind:	We are just commencing our annual round of grant applications and fund raising. We have so far raised £800 from two fund raising events, with another £500 likely to be raised at our St Patrick's Day fund raising on 17 th March. We also We also have cash reserves just sufficient to fund the whole project if required. We have received an extremely generous offer of re-branding Congleton Pride as it is our 5 th Anniversary in 2024. This has come from Kanga Health and would normally cost between £5-£10K.
Estimated timescale of project from start to finish:	Though the planning for the day itself started in October, and our work continues all year round, the main event (involving the main stage) is for one day only on Sat 2
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	The whole day is specifically designed to promote integration, showing what the LGBTQIA+ community is all about, hopefully helping to stop prejudice within our town
Are there similar services/ projects provided in the area	We are the only Pride Group for Congleton, but there are other groups in local towns. We therefore work in a collaborative manner with the Alsager, Macc and Sandbach Pride Groups.
5: EVALUATION	
How will the project be evaluated and who will carry out the evaluation?	This is a very difficult item to quantify. The best measure of 'what good looks like' is via visitor feedback. Have we put on a safe and enjoyable event for the benefit of our Townsfolk free to all? I have no doubt residents will make their thoughts known via social media outlets. Estimated visitor numbers to Congleton (Police) on that day would also be a further measure of success. I would also add we have had no major accidents in any previous years' events and we intend to keep that record in every year
Describe how you will promote the Town Council in your project.	The Town Council will be acknowledged as our Main Stage Sponsor, which will appear on the physical stage POS and on all our social media output. It would also be acknowledged in our Pride Guide and any leaflets relating to the main stage events.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO

Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Congleton Town Council \(congleton-tc.gov.uk\)](http://Congleton Town Council (congleton-tc.gov.uk))
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Signed: [Redacted Signature]	Date: 14/02/2024
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN





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

<u>Application Reference (Office use only):</u>		GR22/2324
<u>1: CONTACT DETAILS</u>		
Name of Organisation:	The Green Tree house	
Address of Organisation:	20 Lawton Street Congleton Cheshire CW12 1RA	
Name of Applicant:	Amanda Beech	
Position:	chair woman	
Telephone Number:	[REDACTED]	
Email address:	tgthfoodclub@gmail.com	
Website:	N/A	
Registration Number (If relevant)	1157178	
<u>2: ABOUT YOUR ORGANISATION</u>		
What type of organisation are you?	CIO - Not-for-profit charitable organisation	
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)		
<p>To act as a resource for children, young people and their families and carers who are in need of such a resource by reason of their youth, disability, financial hardship or social circumstance within Biddulph Town and surrounding areas. With the object of improving their condition of life.</p> <ul style="list-style-type: none">• To provide advice and assistance and organise programs of recreational, social, leisure, physical, educational and other activities as a means to:• Advancing in life and helping children develop their skills, capacities, and capabilities.• Advancing education• Providing recreational, physical, leisure activities in the interest of social welfare.		

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	TGTH Foodclub
Project Objectives:	To support local Congleton resident with food poverty
Brief Project Description:	TGTH aims to improve health & wellbeing within the community and has operated a community café since 2016. In 2020 during covid we launched a social supermarket to reduce food poverty. This specific initiative has proven to be a critical lifeline to hundreds of local families struggling with the cost of living crisis by enabling them to purchase branded food items at discounted rates; £5.00 for 10 items which would ordinarily cost four times more at mainstream supermarkets. During December 2023 we supported 382 households, a 41% annual increase. We work with local schools to support children's breakfast clubs.
Total Cost of Project	14000
Total contribution sought:	1480
Details of cost breakdown and budgets:	x3 Food Pallets Includes x2 Ambient food pallet x1 frozen food pallet
What will the money be spent on?/ Resources needed:	the money will enable us to purchase 3 pallets of food
Any ongoing costs:	rental of the property on Lawton Street, electricity, rates and water
Details of confirmed match funding, include source Cash/Grant: In kind:	we have a volunteer that works / inkind 20 hours per week 2 volunteers that between then work/inkind 60 + hours per week. buying stock from numerous sources, delivers and stokes the food clubs, weekly accounts, funding bids etc
Estimated timescale of project from start to finish:	The Congleton Foodclub opened in 2021 and it is an on going project
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	Wraparound service outgoing support, debt advice, social Eating space bringing people together Reducing isolation Access to affordable food support people out of food poverty in a Supermarket setting, personal choice and dignity.
Are there similar services/ projects provided in the area	Congleton has several emergency foodbanks, but not like the service we provide
5: EVALUATION	
How will the project be evaluated and who will	We record each day / weekly/ monthly/ annually how many people using the food club, facebook reviews, an annual survey of households using the food club.

carry out the evaluation?	
Describe how you will promote the Town Council in your project.	we have a large following on facebook and we will promote the Town Council on there and on any posters
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO YES

Declaration

- I am authorised to make this application on behalf of the above organisation.
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- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
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Signed:		Date:	18/02/2024
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council, . High Street, Congleton , CW12 1BN



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

Application Reference (Office use only): GR23/2324	
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Marton and District CofE Primary School Parent Teacher Association
Address of Organisation:	Marton and District CofE Primary School School Lane Marton SK11 9HD
Name of Applicant:	Alyssa Baines
Position:	Sponsorship Manager
Telephone Number:	██████████
Email address:	██
Website:	
Registration Number (If relevant)	1092223
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Registered charity
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	
<p>The school is located in quite a rural community and as a result, the PTA (also known as Marton Friends & Family) supports a lot of low income families. Due to lockdown and other pressures the organisation has recently been through a bit of a crisis period and almost had to disband. This would have been a shame for the local community and catastrophic for the school and families we support. Luckily we have managed to reform this school year, and have a lot that we want to achieve.</p> <p>Approximately 95% of the children who attend Marton live within the CW12 postcode area and our main aim is to enhance the school experience for all of our students and families.</p> <p>The school grounds themselves are important to the surrounding community as it was originally founded for the provision of seven surrounding villages, and now hosts other community events as it is one of the only venues available. It has the largest outdoor area of any primary school that is available to children within the surrounding towns as well.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	New playground equipment
Project Objectives:	To improve the aesthetics and facilities on the school grounds
Brief Project Description:	Areas of the school really need to be updated and maintained, and some have fallen into complete disrepair. One of the main aims of the reformed F&F committee is to improve the facilities for the children who attend and everyone from the surrounding community who relies on the school. More modern, safer playground equipment is a key priority to help achieve this.
Total Cost of Project	£12429.54
Total contribution sought:	£1000
Details of cost breakdown and budgets:	We have ring fenced £4000 from our own fundraising efforts, which we are continuing to work on as well. We are aiming to have the play area installed at the end of the school year, and feel it is too ambitious to be able to raise the full amount simply through our own events etc.
What will the money be spent on?/ Resources needed:	All funds are going directly towards the playground equipment; all other improvements have been made through volunteer events and donations of other supplies such as paint etc.
Any ongoing costs:	none
Details of confirmed match funding, include source Cash/Grant: In kind:	More fundraising events have been organised, amount raised will be confirmed once they have taken place. This includes match funding from some local organisations for particular events.
Estimated timescale of project from start to finish:	Can be installed over the school break.
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	To vastly improve the school facilities for all the children of Congleton who attend the school or go to any events on the grounds, and create a safe space for them to play and socialise.
Are there similar services/ projects provided in the area	No
5: EVALUATION	
How will the project be evaluated and who will	Once the playground is installed, the number of children who will benefit will be minimum the number of students attending the school.

carry out the evaluation?	It is also worth noting that the playground will also last for many years and benefit many more children of Congleton on the future. The PTA are also trying to rebuild our own reputation and the amount of families who engage with us, so we are able to have a bigger impact on the families we support. We have already noticed an increased interest in our activities this school year, and are hoping for a greater noticeable difference with the installation of a new playground.
Describe how you will promote the Town Council in your project.	We will widely promote any donation through our social media, newsletter and school apps.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES

Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
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Signed:	A Baines	Date:	27/02/2024
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council, High Street, Congleton , CW12 1BN



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

Application Reference (Office use only): GR24/2324	
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	SOL Theatre School
Address of Organisation:	4 Chaffinch Close, Congleton, Cheshire, CW12 3FE
Name of Applicant:	Louise Carter
Position:	Co-Founder/Vice-Chairman/ Choreographer
Telephone Number:	██████████
Email address:	████████████████████
Website:	N/A
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Non-for-profit
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	
<p>SOL Theatre School organises and runs an annual two-week summer school starting on the first Monday in August. The summer school takes places in the Daneside Theatre in Congleton. For the two weeks of the project, we take over the entire theatre complex. The aim is for the youth of Congleton and surrounding areas to be involved in rehearsing and producing a fully staged Musical Theatre production presented to a paying audience on the second Friday and Saturday evening.</p> <p>SOL is primarily arranged by Simon Wain and Louise Carter and a large band of volunteers, and has been running since 2008. Our volunteers help in the making and sourcing of props and costumes, the installing and running of sound and light systems, being chaperones for the cast, rehearsing the songs and routines with the cast and generally helping in any capacity needed to ensure the smooth running of the rehearsals and performances and the well-being of cast members. All volunteers hold valid DBS checks and these are reviewed as necessary.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE																									
Project Title:	SOL two-week summer school production of High School Musical																								
Project Objectives:	To encourage and involve as many members of Congleton's youth as possible to take part in the Summer School. Thereby keeping them occupied during the school holidays and giving them a focus for their creative energies.																								
Brief Project Description:	SOL Theatre School organises and runs an annual two-week summer school starting on the first Monday in August. The summer school takes places in the Daneside Theatre in Congleton. For the two weeks of the project, we take over the entire theatre complex. The aim is for the youth of Congleton and surrounding areas to be involved in rehearsing and producing a fully staged Musical Theatre production presented to a paying audience on the second Friday and Saturday evening. In 2024 SOL will begin on the 5 th August culminating in two performances of High School Musical. All songs, dance routines and dialogue are learnt in this period and all of the staging, costumes, props, lighting and sound are produced and installed in the two weeks for the use of the cast members.																								
Total Cost of Project	Circa £21,000																								
Total contribution sought:	£730																								
Details of cost breakdown and budgets:	<p>Enclosed are the accounts after last year's show.</p> <p>Expected Expenditure:</p> <table> <tr> <td>Theatre Hire</td> <td>£4,700.00</td> </tr> <tr> <td>Costume</td> <td>£2,500.00</td> </tr> <tr> <td>Props and Set Dressing</td> <td>£750.00</td> </tr> <tr> <td>Set</td> <td>£3,000.00</td> </tr> <tr> <td>Technical Equipment</td> <td>£2,000.00</td> </tr> <tr> <td>Special Effects</td> <td>£500.00</td> </tr> <tr> <td>T-Shirts for presentation to participants after the project finishes</td> <td>£2,000.00</td> </tr> <tr> <td>Food and drink – including provision of hot food prior to the first performance on the second Friday evening, also other miscellaneous items, tea, coffee, milk, sugar, etc</td> <td>£500.00</td> </tr> <tr> <td>Performing License for the show</td> <td>£1,735.00</td> </tr> <tr> <td>Advertising and Printing</td> <td>£1,500.00</td> </tr> <tr> <td>Miscellaneous Sundries</td> <td>£1,500.00</td> </tr> <tr> <td>Insurance</td> <td>£500.00</td> </tr> </table>	Theatre Hire	£4,700.00	Costume	£2,500.00	Props and Set Dressing	£750.00	Set	£3,000.00	Technical Equipment	£2,000.00	Special Effects	£500.00	T-Shirts for presentation to participants after the project finishes	£2,000.00	Food and drink – including provision of hot food prior to the first performance on the second Friday evening, also other miscellaneous items, tea, coffee, milk, sugar, etc	£500.00	Performing License for the show	£1,735.00	Advertising and Printing	£1,500.00	Miscellaneous Sundries	£1,500.00	Insurance	£500.00
Theatre Hire	£4,700.00																								
Costume	£2,500.00																								
Props and Set Dressing	£750.00																								
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Advertising and Printing	£1,500.00																								
Miscellaneous Sundries	£1,500.00																								
Insurance	£500.00																								

What will the money be spent on?/ Resources needed:	To provide funding for students to take part in the two-week summer school. The cost of each student is £365 for the two weeks. We currently have 6 students seeking financial assistance so this will fund a place for 2 students.
Any ongoing costs:	Annual insurance £700 DBS checks as needed £8 per person
Details of confirmed match funding, include source Cash/Grant: In kind:	None at time of application
Estimated timescale of project from start to finish:	Two weeks
<u>4: POTENTIAL BENEFITS/ OUTPUTS</u>	
What are the potential benefits/outputs to residents of Congleton	From previous years we know how much SOL means to those who join us. It helps to improve confidence and self-awareness, forging lasting friendships and becoming responsible young adults. It also provides an activity which breaks up the long summer holidays and helps to keep children active and fit.
Are there similar services/ projects provided in the area	Whilst there are multiple youth theatre groups, they do not meet during the summer holidays so we are unique to this area.
<u>5: EVALUATION</u>	
How will the project be evaluated and who will carry out the evaluation?	Accounts will be produced by our accountant Chris Carter
Describe how you will promote the Town Council in your project.	The Town Council will be mentioned on the Thank You page of our programme and we will verbally thank the Town Council at the start of the show.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES

Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.

- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](https://congleton-tc.gov.uk/constitution)

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Signed:		Date:	25/02/2024
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



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

<u>Application Reference (Office use only):</u> <u>GR25/2324</u>	
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	"Our Gang" - Congleton Scout & Guide Gang Show
Address of Organisation:	% Mrs SJ Taylor
Name of Applicant:	Sue Taylor
Position:	Sponsorship & Grants Co-ordinator
Telephone Number:	
Email address:	
Website:	www.congletongangshow.co.uk
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Charitable organisation comprising volunteers who give their time for the benefit of children and young people in the Scout and Girlguiding organisations in Congleton. Specifically to prepare, develop, rehearse and deliver the Scout & Guide Gang Show which takes place in alternate years.

The development of the show starts 12 - 18 months before the production dates. This involves devising and planning show content, seeking funding making bookings. It involves a cast of over 100 young members, who are identified in April/ May and commence rehearsals in early September to deliver a show at the Daneside Theatre over a week in late November/early December
 The rehearsal period lasts 3 months and there are 7 full performances in the Daneside Theatre, plus a preview show.

3: COST DETAILS/ RESOURCES/ TIMETABLE

Project Title:	Congleton Scout & Guide Gang Show
Project Objectives:	To deliver a varied show, providing opportunities for all cast members, one that seeks to maintain the quality level achieved in previous shows
Brief Project Description:	<ul style="list-style-type: none"> - a volunteer preparation period of 12 - 18 months, devising and planning show content, putting together production teams for music, costume, rehearsals, back stage and front of house, seeking funding and making bookings - forming a cast of Scouts, Guides, Brownies and Cubs, Rangers and Explorers - over 100 in total support by numerous adult volunteers - rehearsal period of 3 months - 7 full performances in the Daneside Theatre plus a preview show
Total Cost of Project	Estimate for 2024 show is £27,410
Total contribution sought:	£800
Details of cost breakdown and budgets:	2024 budget attached

What will the money be spent on?/ Resources needed:	A grant from Congleton Town Council will assist with the production costs for lighting and sound. For example, the cost of hiring lighting equipment in 2022 was £1800 and will no doubt increase in 2024. We have to bridge the gap between ticket sales and production costs, whilst being realistic about any ticket price increases.
Any ongoing costs:	Insurance costs approx £900 - £1000 over two years
Details of confirmed match funding, include source Cash/Grant: In kind:	Reserves held in the Our Gang bank account so that we are able to begin the process of funding the 2024 show. We are in process of applying to the Margaret Williamson Memorial Fund, Congleton Town Trust, Congleton Young People's Trust and Rotary Congleton for their assistance. Further sponsorship will be sought from previous sponsors of the show (mainly local businesses offering small but important sums) and new contacts.
Estimated timescale of project from start to finish:	Planning begins about 18 months before each Show so from mid 2023 to completion in December 2024
<u>4: POTENTIAL BENEFITS/ OUTPUTS</u>	
What are the potential benefits/outputs to residents of Congleton	The whole project involves all Scout and Guide groups within Congleton - both young people aged between 7 and 19 and many adult volunteers. The sustained sense of team work, the commitment needed by all involved and the pleasure and excitement that the final production brings to everyone are of enormous benefit. Family, friends and the wider community of Congleton enjoy the performances and recognise the effort that goes into the production. The Daneside Theatre is a wonderful community facility and we enjoy hold Our Gang performances there every two years. Young people gain great confidence in themselves and grow immensely during the rehearsal and performance period. They acquire new strength and resilience and a recognition of what can be achieved together.
Are there similar services/ projects provided in the area	Congleton pantomime, Centre Stage and Congleton Amateur Youth Theatre are some organisations providing opportunities for young people to take part in stage productions
<u>5: EVALUATION</u>	
How will the project be evaluated and who will carry out the evaluation?	Evaluation is ongoing throughout the planning and rehearsal period. After the Show week is completed a detailed review is carried out by the Congleton Scout & Guide Liaison committee. Comments and contributions are sought from cast members and volunteers and the public.

Describe how you will promote the Town Council in your project.	Support from Congleton Town Council will be recognised on the Gang Show website - www.congletongangshow.co.uk and in the Daneside Theatre foyer. The Town Council will be named in the Show programme which is sold to many of the approx 2000 people who come to see the Show.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES

Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
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Signed:	Sue Taylor	Date:	4 March 2024
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



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

Application Reference (Office use only): GR26-2324	
<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Mossley Toddler Group
Address of Organisation:	Mossley Village Hall Bida Lane Congleton CW12 3LJ
Name of Applicant:	Heather Simms
Position:	Treasurer
Telephone Number:	
Email address:	████████████████████
Website:	
Registration Number (If relevant)	1075283
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Registered Charity
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	
<p>We are a small play group run by parents for parents in Mossley Village Hall, Congleton. Group runs every Friday morning during term time, 9:30am - 11:30am. We provide varied craft, play and snacks for children aged up to 4 years old. The toddler group has been serving an important role in the local community, offering an informal, fun social setting for children and their parents, grandparents and carers for over 30 years. We are run entirely by volunteers.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE	
Project Title:	Equipment Improvements / Recruitment drive
Project Objectives:	Purchase additional and replacement equipment to improve our Group offering. Promote the Group in the local area and attract more volunteers.
Brief Project Description:	We have a wooden climbing frame and slide that is popular with the children, but is now several years old and becoming unsafe. We would like to replace this with a new version. We would also like to purchase 2 items of additional equipment: <ul style="list-style-type: none"> - Android tablet to use with SumUp machine to make it quicker and easier for those attending to pay - 4 slice toaster. We hope to introduce an additional revenue stream by offering toast for sale to the parents. Campaign to promote the group locally and attract more parents to attend and volunteer on the committee. Funds required for printing and local advertising alongside the free promotion we are already running (social media and Congleton chronicle article).
Total Cost of Project	£480
Total contribution sought:	£240
Details of cost breakdown and budgets:	<ul style="list-style-type: none"> - Android table - £80 - 4 slice toaster - £50 - Climbing frame - £300 - Printing & local advertising - £50
What will the money be spent on?/ Resources needed:	Equipment as listed above Printing of posters and flyers to distribute in the local community.
Any ongoing costs:	N/A
Details of confirmed match funding, include source Cash/Grant: In kind:	Proceeds from fundraising in 2023: <ul style="list-style-type: none"> - Tesco - £250 from charity campaign in 2023 (still awaiting funds)
Estimated timescale of project from start to finish:	1 month
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	We rely entirely on volunteers to keep the group running. Numbers of volunteers have fallen over the past 6 months and with several of the current committee leaving in September when their children start school, we need to attract new committee members to keep running.

	<p>Updating our equipment ensures the safety of the visitors to the Group.</p> <p>The tablet will allow our volunteers to spend more time supporting the Group and less time on the door taking payments.</p> <p>In a time of increasing running costs, having an additional source of revenue will help us to continue with the toddler group and provide this important service to local parents.</p>
Are there similar services/ projects provided in the area	We are the only Toddler playgroup in Mossley
5: EVALUATION	
How will the project be evaluated and who will carry out the evaluation?	Heather Simms, Treasurer, will evaluate.
Describe how you will promote the Town Council in your project.	We will post on social media to publicise the new equipment and thank the Council for providing the funding.
Please acknowledge you have read our Grant Application Criteria	<p>Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk)</p> <p>I/we have read the policy: YES</p>

Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
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Signed:	H Simms	Date:	01/03/24
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN



Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	Congleton Museum
Address:	Market Square
Congleton	CW12 1ET

2. Grant Information			
Grant Reference Number:	CR02/2324		
Total project cost:	£26,196		

Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£26,196																				
Please list receipts below: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tbody> <tr> <td style="width: 25%;">29/07/2022</td> <td style="width: 25%;">FC 042117</td> <td style="width: 15%;">£4,000</td> <td style="width: 15%;">Vat £ 800</td> <td style="width: 20%;">£ 4,800</td> </tr> <tr> <td>08/04/2023</td> <td>FC 045052</td> <td>£8,915</td> <td>Vat £1,783</td> <td>£10,698</td> </tr> <tr> <td>02/08/2023</td> <td>FC 047008</td> <td>£8,915</td> <td>Vat £1,783</td> <td><u>£10,698</u></td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;">Total</td> <td>£26,196</td> </tr> </tbody> </table>			29/07/2022	FC 042117	£4,000	Vat £ 800	£ 4,800	08/04/2023	FC 045052	£8,915	Vat £1,783	£10,698	02/08/2023	FC 047008	£8,915	Vat £1,783	<u>£10,698</u>				Total	£26,196
29/07/2022	FC 042117	£4,000	Vat £ 800	£ 4,800																		
08/04/2023	FC 045052	£8,915	Vat £1,783	£10,698																		
02/08/2023	FC 047008	£8,915	Vat £1,783	<u>£10,698</u>																		
			Total	£26,196																		

3. Project Information	
When did the project commence?	The initial workshops which identified the website as a key element in the museum's 'Going Global' strategy commenced in December 2021. Work on the development website commenced on 16 th January 2023 and was completed by the end of July 2023.
Did you make a profit from the project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
The museum did not make a direct profit from this project. All money raised through grants, £15,000 from the Inclosure Trust and £750 from the Town Council, was expended on the project; the remainder was met from museum resources. This website has been instrumental, as anticipated, in raising additional income to support museum activities. Between October and the end of December, orders through the online shop produced a gross income of £232.63, whilst the promotion of events through online pre-booked tickets generated a further £2,220.	

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

The development of our new interactive website has, as intended, raised the profile of Congleton Museum, not only amongst local residents, but nationally and internationally. Since going live in July 2023 over 6,064 users have accessed the site, with the 'home page' 'visit us' and 'what's on' being the most visited pages.

As would be expected, most of these (5.9K) were UK based, but the site has also been accessed by users from the United States, Australia, New Zealand, Canada, Cambodia, Netherlands, Belgium, France, Ireland, South Africa, Indonesia, Russia, Spain, Iceland, Norway and the Czech Republic.

The analysis of the online sales to date, comprising 16 orders for 72 items, indicates that the main items purchased were the museum-produced Congleton related history books on specific subjects.

Our new website is providing greater opportunities to celebrate the many items within the collection, which are now regarded as being of regional if not national significance.

The increase in reach, as well as the sale of local heritage related items, enables us not only to promote the museum and Congleton's vast and unique heritage, but also to encourage visitors to the town. This is evidenced by the increasing number of entries in the visitor's book with addresses outside the immediate locality and from overseas.

Whilst all this is making a positive contribution to the museum's future sustainability, it is also having a positive impact on the high street economy. Using the Association of Independent Museum's calculator, in the year ending March 2023, the positive impact of Congleton Museum on the wider local economy was presumed to be in excess of £100,000. In the current year, by the end of December, this figure had already been achieved – a further indication of the website's effectiveness in communicating the attractions of Congleton.

4. Promotion

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

Images Website 1, Website 2 and Website 3 attached

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

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

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

The Town Council's contribution to the project is acknowledged in two places on the website: at the end of the initial page, with the Coat of Arms used to identify the Council as one of the museum's funders (Image Website 4) and also at the top of the 'About Us' page (Image Website 5) where the council's contribution to the project is specifically acknowledged.

5. Feedback

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

How did you apply? Online Email Post

Do you feel that you understood the process? Yes No

Please rate the following elements:

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



Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	Congleton Pride
Address:	[REDACTED]

2. Grant Information			
Grant Reference Number:			
Total project cost:	£360		

Receipts Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Receipt Amount:	£360
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Please list receipts below:

We never received an actual receipt from the vendor (Bailey Audio Systems) as we paid the submitted quotation direct by bank transfer. We trust this documentation suffice. The images provided show supply of the stage, which clearly wouldn't have been supplied without payment.

3. Project Information		
When did the project commence?	22/7/2023	

Did you make a profit from the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	All profits were re-invested for all future events
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In 2022, Congleton Pride saw the launch of a secondary performance area we called 'Speakers Corner'. In this area, we gave an opportunity for both members of the public and Pride Members to give testimony to what 'Pride Means For Them'. The event was incredible and moved many passers-by to tears with the sentiments expressed. In 2023, we expanded on this idea to have a small second stage area, sited near to the statue of 'Our Elizabeth' which focused on a more cultural expression of Pride through the use of spoken word, featuring guests speakers and poetry, whilst also giving a performance area for local youth to express themselves. We saw this as an extension of the entertainment offered free of charge to the people of Congleton & branded this entertainment space, as the Community Stage, sponsored by Congleton Town Hall and saw it as being part of the natural growth of the Congleton Pride Event.

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

I could write many pages as to why Pride is so important to our Town. Reading recent posts on local social media chat rooms, along with a recent outbreaks of anti-trans stickers appearing in our High Street shows that homophobic and discriminatory attitudes are still alive and well in Congleton 2024. Congleton Pride seeks to challenge this by allowing LGBTQIA+ people a space in which to express themselves and challenge these stereotypes in a safe space. Pride is about 'Love' and allows the community to mix and enjoy themselves together in a fun safe space, irrespective of their gender identity or sexual orientation. The event is very much geared towards being family friendly and is entirely free to the people of Congleton. Our team wholeheartedly believe that their efforts simply leads to Congleton being a kinder, more welcoming place to live for all its residents. We further believe that the cultural focus on our second staged area is an ideal knit with the aims of Congleton Town Council.

4. Promotion

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

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

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

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

CTC was listed as main sponsor of our Community Stage. This was listed on all our Social Media Feed, on physical banners on the stage and also on pop up banners that were on show each side of the community stage

5. Feedback

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

None. The application process is very simple and I think the Council try very hard to advertise the availability of funds available

How did you apply? Online Email Post

Do you feel that you understood the process? Yes No

Please rate the following elements:

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





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Jules Hill 2023



CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	14th March 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O		
AGENDA ITEM REPORT TITLE	13 Management Accounts		
Background	Management Accounts and Variance analysis for the period to 31 st January 2024 to accompany the attached spreadsheets in Appendix 13.1-5.		
Update	<p>These figures cover the financial period to 31st January 2024, month 10, which represents 83.3% of the budget. (Percentages in this report are rounded up /down and are based on <u>full budget figure</u>, month 10 figures provided for information)</p> <p>Please see summary sheet (Appendix 13.1-5) for notes, if further notes are required they are below.</p> <p>The annual Pay Award was agreed in November 2023 and paid to staff during the December 2023 pay run.</p> <p><u>Finance and Policy Committee</u></p> <p>Committee budgets stand at 79% expenditure and 102% income received.</p> <p><u>Community and Environment Committee</u></p> <p>Committee expenditure budgets stand at 72% expenditure and income at 420% due to <u>215- Floral</u> budget income being at 176% which has come from sponsorships and donations for projects.</p> <p>The <u>305 Christmas Fair</u> budget of £6,000 was boosted by securing sponsorship of and stall fees of resulting in the income showing as 426%</p> <p><u>Town Hall, Assets and Services Committee</u></p> <p>85% expenditure and 97% income. No issues to note.</p> <p>221- Town Hall, worth noting that West Mercia were behind with issuing Electricity invoices due to an internal meter reading issue, this</p>		

	<p>has now been resolved and to note there will be a direct debit payment of approximately £15,000 (for Town Hall Electricity)taken on 22nd March 2024, this covers September through to January 2024.</p> <p><u>225-Congleton Information Centre</u></p> <p>Direct Sales Income £80,184 Direct Sales Expenditure £62,711</p> <p><u>Staffing Costs</u></p> <p>Currently at 85% (including budgeted pay award). Pay award has been agreed.</p> <p><u>Ear Marked Reserves</u></p> <p>Current balances and estimated movement as at Month 8 included for noting.</p>
Financial	No requirements/implications for this decision.
Environmental	No implications for decision.
Equality and Diversity	No implications for decision.
Decision Request	<ol style="list-style-type: none"> 1. To approve the Management Accounts for current financial year to 31st January 2024.

Month 10
Percentage 83.3%

Finance and Policy Committee

101 **Corp Management**
Staff Costs (re-allocated) 204,445
Travel 500
Training / Conferences 3,000
Rent Payable 17,017
Miscellaneous Office Costs 2,500
Telephone/Fax/Internet 2,620
Postage 2,000
Stationery & Printing 3,100
Subscriptions & Publications 4,750
Insurance 13,200
Computer/IT Costs 18,000
Photocopy Charges 1,500
Recruitment Advertising 500
Other Advertising 300
Bank Charges 1,240
Audit Fees - External 2,100
Audit Fees - Internal 1,760
Accountancy Support 5,000
Legal & Professional fees 5,500
HR & H&S support 4,000
Central Overheads reallocated -71,460

Corporate Management-Expenditure 221,572

Precept 2022-2023 -1,068,179
Interest Receivable -14,000
Miscellaneous Income 0
Corporate Management-Income -1,082,179

Net Income Over Expenditure -860,607

102 **Civic**
Staff Costs (re-allocated) 19,129
Training / Conferences 1,500
Stationery & Printing 500
Marketing/Promotions 1,000
Council Newsletter 8,000
Council Website 2,500
Mayor's Allowance 3,000
Members Expenses 200
Civic Expenses 7,000
Civic Regalia 250
Hall & Room Hire 6,500
Civic Artefacts and Treasures 750
Central Overheads reallocated 1,600
MISC Income 0
Civic-Expenditure 51,929

107 **Grants**
Initial Grant Commitment 25,000
Subsidised Use 4,500
Tfr from EMR Committed Grants 0
Specified Grants 32,333
Grants- Expenditure 61,833

Capital 46,778

ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	£ VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED
204,445	170,371	172,074	-1703	101.00%	84.2%	0.87%
500	417	0	417	0.00%	0.0%	-83.30%
3,000	2,500	1,788	712	71.52%	59.6%	-23.70%
17,017	14,181	14,181	0	100.00%	83.3%	0.03%
2,500	2,083	1,501	582	72.05%	60.0%	-23.26%
2,620	2,183	2,157	26	98.79%	82.3%	-0.97%
2,000	1,667	212	1455	12.72%	10.6%	-72.70%
3,100	2,583	2,238	345	86.63%	72.2%	-11.11%
4,750	3,958	5,036	-1078	127.23%	106.0%	22.72%
13,200	11,000	12,912	-1912	117.38%	97.8%	14.52%
18,000	15,000	17,178	-2178	114.52%	95.4%	12.13%
1,500	1,250	1,329	-79	106.32%	88.6%	5.30%
500	417	130	287	31.20%	26.0%	-57.30%
300	250	0	250	0.00%	0.0%	-83.30%
1,240	1,033	762	271	73.74%	61.5%	-21.85%
2,100	1,750	2,100	-350	120.00%	100.0%	16.70%
1,760	1,467	904	563	61.64%	51.4%	-31.94%
5,000	4,167	2,203	1964	52.87%	44.1%	-39.24%
5,500	4,583	988	3595	21.56%	18.0%	-65.34%
4,000	3,333	4,538	-1205	136.14%	113.5%	30.15%
-71,460	-59,550	-56,594	-2956	95.04%	79.2%	-4.10%
221,572	184,643	185,637	-994	100.54%	83.8%	0.48%
-1,068,179	-890,149	-1,068,179	178030	120.00%	100.0%	16.70%
-14,000	-11,667	-29,093	17426	249.37%	207.8%	124.51%
0	0	-4,803	4803			
-1,082,179	-901,816	-1,102,075	200259	122.21%	101.8%	18.54%
-860,607	-717,173	-916,438	199266	127.78%	106.5%	23.19%
19,129	15,941	15,666	275	98.28%	81.9%	-1.40%
1,500	1,250	388	862	31.04%	25.9%	-57.43%
500	417	123	294	29.52%	24.6%	-58.70%
1,000	833	663	170	79.56%	66.3%	-17.00%
8,000	6,667	7,942	-1275	119.13%	99.3%	15.98%
2,500	2,083	748	1335	35.90%	29.9%	-53.38%
3,000	2,500	3,000	-500	120.00%	100.0%	16.70%
200	167	0	167	0.00%	0.0%	-83.30%
7,000	5,833	5,642	191	96.72%	80.6%	-2.70%
250	208	0	208	0.00%	0.0%	-83.30%
6,500	5,417	5,472	-55	101.02%	84.2%	0.88%
750	625	451	174	72.16%	60.1%	-23.17%
1,600	1,333	1,269	64	95.18%	79.3%	-3.99%
0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
51,929	43,274	41,364	1910	95.59%	79.7%	-3.65%
25,000	20,833	7,624	13209	36.60%	30.5%	-52.80%
4,500	3,750	2,737	1013	72.99%	60.8%	-22.48%
0	0	29,361	-29361			-83.30%
32,333	26,944	-2,390	29334	-8.87%	-7.4%	-90.69%
61,833	51,528	37,332	14196	72.45%	60.4%	-22.92%
46,778	38,982	35,889	3093	92.07%	76.7%	-6.58%
-1,082,179	-901,816	-1,107,358	25,179	122.79%	102.3%	19.03%
382,112	318,427	302,375	79,737	94.96%	79.1%	-4.17%

NOTES
VARIANCES UPDATED TO SHOW % OVER OR UNDER ANNUAL BUDGET 15% TO BE REPORTED ON PER FINANCIAL REGULATIONS
NOTES: *Overspend approved at Council 25JAN2024

Pav award approved and implemented.

* Requirement to overspend to be requested from Council. 14% overspend excepted to continue service
* Requirement to overspend to be requested from Council. 18.5% overspend excepted to continue service

Paid in full
CIL Received 23NOV23. will be moved to EMR

First of this year loan payment made.

Full Committee Summary includes Mayor cost centre of £5283
Full Committee Summary includes Mayor cost centre of cf balance of -£2153

Month 10
Percentage 83.3%

		ANNUAL BUDGET	BUDGET TO	ACTUAL	£ VARIANCE	% SPENT	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED	NOTES
			M10	SPEND TO M10	OF M10 BUDGETS	AGAINST M10 BUDGETS			
Community and Environment Committee									
215	Floral Displays Income	-4.000	-3.333	-5.899	2566	176.97%	147.5%	64.18%	
215	Floral Displays Expenditure	17.262	14.385	20.175	-5790	140.25%	116.9%	33.58%	
	Total Floral	13.262	11.052	14.276	-3224	129.18%	107.6%	24.35%	
241	Allotments Income	-190	-158	0	-158	0.00%	0.0%	-83.30%	
241	Allotments Expenditure	1.200	1.000	934	66	93.40%	77.8%	-5.47%	
	Total Allotment	1.010	842	934	-92	110.97%	92.5%	9.18%	
300	Public Realm	3.000	2.500	495	2005	19.80%	16.5%	-66.80%	
301	Conaleton Partnership Income	0	0	-4.178	4178	#DIV/0!	#DIV/0!	#DIV/0!	
301	Conaleton Partnership Expenditure	22.839	19.033	38,866	-19834	204.21%	170.2%	86.87%	
301	Conaleton Partnership C/F	0	0	-57.227	57227	#DIV/0!	#DIV/0!	#DIV/0!	
	Total Partnership	22.839	19.033	-22.539	41.572	-118.42%	-98.7%	-181.99%	
302	Community Development Misc. Income	0	0	-400	400	#DIV/0!	#DIV/0!	#DIV/0!	Received for local projects
302	Community Development Staff Costs	117.571	97.976	96,934	1042	98.94%	82.4%	-0.85%	
	Community Development Marketing/Promotions	3.500	2.917	3,417	-500	117.15%	97.6%	14.33%	
	Community Development Overheads	9.848	8.207	7,799	408	95.03%	79.2%	-4.11%	
	Total Community Development	130.919	109.099	107.750	1.349	98.76%	82.3%	-1.00%	
303	Crime Reduction/CCTV Income	0	0	-680	680			-83.30%	
	Crime Reduction/CCTV Expenditure	10.548	8.790	10,354	-1564	117.79%	98.2%	14.86%	
	Total Crime	10.548	8.790	9.674	-884	110.06%	91.7%	8.41%	
305	Christmas Favre/ights Income	-2.000	-1.667	-7.103	5436	426.18%	355.2%	271.85%	
305	Christmas Favre/ights Expenditure	22.000	18.333	21,956	-3623	119.76%	99.8%	16.50%	
	Total Christmas	20.000	16.667	14.853	1814	89.12%	74.3%	-9.03%	
310	Neighbourhood Plan	0	0	3.850	-3850			-83.30%	
310	Neighbourhood Plan Tfr From EMR	0	0	-3,850	3850			-83.30%	
	Total Neighbourhood Plan	0	0	0	0			-83.30%	
321	Tourism Income	0	0	-7.728	7728			-83.30%	
321	Tourism Expenditure	14.000	11,667	11,834	-167	101.43%	84.5%	1.23%	
	Total Tourism	14.000	11.667	4.106	7561	35.19%	29.3%	-53.97%	
351	Luncheon Club	11.000	9.167	11,168	-2001	121.83%	101.5%	18.23%	Request to overspend to be requested from Council. 22.75% overspend excepted to continue service
C.E & S	Income	-6.190	-5.158	-25.988	-19.798	503.81%	419.8%	336.54%	Full Committee Summary
	Expenditure	232.768	185.183	166.705	-66.063	90.02%	71.6%	-11.68%	
Town Hall, Assets and Services Committee									
		ANNUAL BUDGET	BUDGET TO	ACTUAL	£ VARIANCE	% SPENT	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED	NOTES
			M10	SPEND TO M10	OF M10 BUDGETS	AGAINST M10 BUDGETS			
201	Paddling Pool	67,689	56.408	44,705	11703	79.25%	66.0%	-17.26%	See separate account sheet
221	Town Hall								
	Town Hall - Expenditure	218,755	182,296	205,115	-22819	112.52%	93.8%	10.46%	See separate account sheet
	Town Hall - Income	-116,350	-96,958	-106,668	9710	110.01%	91.7%	8.38%	
	Net Expenditure over Income	102,405	85,338	98,447	-13110	115.36%	96.1%	12.83%	
225	Conaleton Information Centre								
	CIC - Expenditure	132,730	110,608	107,221	3387	96.94%	80.8%	-2.52%	See separate account sheet
	CIC - Income	-115,364	-96,128	-105,995	9867	110.26%	91.9%	8.59%	
	Net Expenditure over income	17,376	14,480	1,226	13254	8.47%	7.1%	-76.24%	

263	Public Toilets	6,700	5,583	3,673	1910	65.79%	54.8%	-28.48%	
270	Cenotaph	300	250	270	-20	108.00%	90.0%	6.70%	
280	Streetscape								
	Streetscape Expenditure	754,555	628,796	642,188	-13392	102.13%	85.1%	1.81%	See separate account sheet
	Streetscape - Income CEC	-459,636	0	0	0			-83.30%	
	Streetscape - External work income	-15,000	-383,030	-459,636	76606	120.00%	100.0%	16.70%	
	Streetscape - Other	0	-12,500	-9,319	-3181	74.55%	62.1%	-21.17%	
	Streetscape - Misc. Income	-900	0	0	0			-83.30%	
	S/S Income	-475,536	-750	-625	-125	83.33%	69.4%	-13.86%	
	Net Expenditure over Income	279,019	-396,280	-469,580	73300	118.50%	98.7%	15.45%	
			232,516	172,608	59908	74.23%	61.9%	-21.44%	
THAS	Income	-707,240	-589,367	-682,243	24,997	115.76%	96.5%	13.17%	Full Committee Summary
	Expenditure	1,180,729	983,941	1,003,172	-177,557	101.95%	85.0%	1.66%	Full Committee Summary
	Total Income	-1,795,609	-1,496,341	-1,815,589	-19,980	121.34%	101.1%	17.81%	Overall summary includes mayor summary figures not on this sheet
	Total Expenditure	1,795,609	1,487,551	1,472,252	-323,357	98.97%	82.0%	-1.31%	Overall summary
	Net Income /Expenditure			-343,341	-343,337			-83.30%	Rounding allowed
	Personnel								
	Staff Costs	1,057,591	881,326	896,942	-15616	101.77%	84.8%	1.51%	
	Personnel with Pav Award for reference								
	Permanent Staff Costs - Included budget pay award	1,057,591	881,326	896,942	-15616	101.77%	84.8%	1.51%	
	Agency Staff	13,500	11,250	0	11250	0.00%	0.0%	-83.30%	
	Total Staff Costs	1,071,091	892,576	896,942	-4366	100.49%	83.7%	0.44%	
	*1 Budgeted pay award (5%) Agreed was higher and paid in M9								

Congleton Town Council
Management Accounts 2023-24
Jan-24

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	1st April 2023 BF Balance	In To Date	Out To Date	Balance @ 31/01/2024	Due Out	Due In	Available 01/04/2024
Reserves as at 31st December 2023							
310 General Reserve	241,636			241,636			241,636
Ear Marked Reserves							
318 Capital Equipment Fund	-	5,000	- 5,000	-			-
320 Capital Contingency Fund	239,669	20,000	- 41,824	217,845	- 112,000		105,845
321 EMR Elections	20,000			20,000			20,000
322 EMR Business Recovery Fund	5,000		- 1,796	3,204	- 3,204		-
324 EMR Crime Prevention/Traffic calming	7,357			7,357	- 3,000		4,357
325 EMR Committed Grants	2,390		- 2,390	-			-
326 EMR Congleton Partnership	57,227		- 57,227	-		10,000	10,000
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		400	976
343 EMR Marketing	5,000			5,000			5,000
344 EMR Congleton Neighbourhood Plan	5,807		- 3,851	1,956			1,956
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		- 16,508	5,503	- 5,503		-
353 EMR Ukraine Support	1,948			1,948	- 1,948		-
354 EMR Carbon Offsetting	3,000			3,000			3,000
NEW EMR Property Maintenance	75,000			75,000	- 15,576	112,000	171,424
EMR TOTALS	593,921	25,000	- 133,596	485,325	- 141,231	122,400	486,494

Expected GR for 23-24 is £255,351.

Allocation of Capital budget moved from cost centre & current year purchases
£53,000 Grant. £47,000 TH Maintenance. £12,000 Pool

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. retain £10,000 from 31/3/24

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 three quarters moved into budget cost centre
Allocated to Grant. will be paid by Jan 24

Maintenance Plan

Congleton Town Council
Management Accounts 2023-24
TOWN HALL
Jan-24

Month 10
 Percentage 83.3%

TOWN HALL

	ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	£ VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED	
4000	Staff Costs (re-allocated)	70,592	58,827	61,763	-2,936	105.0%	87.5%	4.19%
4008	Training	1,000	833	361	472	43.3%	36.1%	-47.20%
4009	Protective Clothing/H & Safety	500	417	498	-81	119.5%	99.6%	16.30%
4010	Cleaners	7,500	6,250	5,779	471	92.5%	77.1%	-6.25%
4011	Rates	25,500	21,250	24,950	-3,700	117.4%	97.8%	14.54%
4012	Water	6,150	5,125	5,852	-727	114.2%	95.2%	11.85%
4014	Electricity	22,900	19,083	21,141	-2,058	110.8%	92.3%	9.02%
4015	Gas	24,700	20,583	20,145	438	97.9%	81.6%	-1.74%
4016	Cleaning materials	2,100	1,750	1,589	161	90.8%	75.7%	-7.63%
4017	Refuse Disposal	3,200	2,667	1,356	1,311	50.9%	42.4%	-40.93%
4020	Miscellaneous Office Costs	1,500	1,250	1,704	-454	136.3%	113.6%	30.30%
4025	Insurance	11,700	9,750	11,298	-1,548	115.9%	96.6%	13.26%
4033	Marketing/Promotions	3,500	2,917	58	2,859	2.0%	1.7%	-81.64%
4040	Maintenance Contracts	8,500	7,083	7,391	-308	104.3%	87.0%	3.65%
4041	Property Maintenance	20,000	16,667	23,445	-6,778	140.7%	117.2%	33.93%
4068	Licences (incl PRS)	3,500	2,917	4,001	-1,084	137.2%	114.3%	31.01%
6000	Central Overheads Reallocated	5,913	4,928	4,683	245	95.0%	79.2%	-4.10%
	Town Hall Expenditure	218,755	182,296	196,014	-13,718	107.5%	89.6%	6.30%
3020	Catering costs	0	0	6,877	-6,877			
3021	Security Supplies	0	0	2,224	-2,224			
		0	0	9,101	9,101			
	Total Town Hall Expenditure	218,755	182,296	205,115	-22,819	112.5%	93.8%	10.46%
1009	Rent Rec'd - Museum Notional	-4500	-3750	-3750	0	100.0%	83.3%	0.03%
1010	Rent Received - 3rd Party Partnership	-1533	-1278	-1278	1	100.0%	83.4%	0.07%
1011	Rent Received - Internal CTC	-26517	-22098	-22098	1	100.0%	83.3%	0.04%
1013	Letting Income - Grand Hall	-30000	-25000	-23849	-1151	95.4%	79.5%	-3.80%
1014	Letting Income - Bridestones	-13200	-11000	-2809	-8191	25.5%	21.3%	-62.02%
1015	Letting Income - Spencer Suite	-7000	-5833	-7492	1659	128.4%	107.0%	23.73%
1018	Letting Income - Cambell Suite	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-10000	-11000	1000	110.0%	91.7%	8.37%
1021	Letting Income - Internal	-9000	-7500	-8934	1434	119.1%	99.3%	15.97%
1022	Letting income - F&F	-1000	-833	-3492	2659	419.0%	349.2%	265.90%
1023	Commission- CP	-8000	-6667	-6084	-583	91.3%	76.1%	-7.25%
1024	Letting Income- Security	0	0	-2117	2117	#DIV/0!	#DIV/0!	#DIV/0!
1035	Service Charges - Brasserie	-3600	-3000	-3314	314	110.5%	92.1%	8.76%
1037	Service Charges - Other	0	0	-3734	3734	#DIV/0!	#DIV/0!	#DIV/0!
1051	Catering Sales (recharges)	0	0	-6425	6425	#DIV/0!	#DIV/0!	#DIV/0!
1199	Miscellaneous Income	0	0	-292	292	#DIV/0!	#DIV/0!	#DIV/0!
	Total Town Hall Income	-116350	-96958	-106668	9710	110.0%	91.7%	8.38%
	Net Expenditure over Income	102,405	85,338	98,447	-13,110	115.4%	96.1%	12.83%

NOTES

Replenishment of uniform & PPE for staff

Paid in Full
 Invoiced up to November 2023
 Recharge moved out of this line, and £9,100 accrual input due to invoices being late. Accrued to December 2023
 Invoiced up to December 2023

Split required as some costs for SS, to be completed in M10
 Paid at start of the year

As per requirements, some quarterly invoices
 £11746 to be moved **as at month 10** from EMR to cover planned maintenance/upgrades
 Requirement to overspend to be requested from Council, 22.75% overspend expected to continue service

Recharged to customers
 Recharged to customers

Utility costs recharge
 Electricity recharge

Congleton Town Council
Management Accounts 2023-24
STREETSCAPE
Jan-24

Month 10
Percentage 83.3%

	ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	£ VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED
STREETSCAPE							
4000 Staff Costs	539,468	449,557	469,736	-20,179	104.5%	87.1%	3.77%
4004 Agency Staff	13,500	11,250	0	11,250	0.0%	0.0%	-83.30%
4008 Training	3,000	2,500	35	2,465	1.4%	1.2%	-82.13%
4009 Protective Clothing\H & Safety	5,500	4,583	5,652	-1,069	123.3%	102.8%	19.46%
4013 Office rent	2,000	1,667	1,667	-0	100.0%	83.4%	0.05%
4016 Cleaning Materials	7,500	6,250	4,805	1,445	76.9%	64.1%	-19.23%
4021 Mobile Phones	1,100	917	502	415	54.8%	45.6%	-37.66%
4025 Insurance	8,500	7,083	7,922	-839	111.8%	93.2%	9.90%
4041 Property maintenance	2,000	1,667	454	1,213	27.2%	22.7%	-60.60%
4043 Horticultural etc Supplies	21,000	17,500	13,458	4,042	76.9%	64.1%	-19.21%
4047 Vehicle maintenance/Serv etc	12,000	10,000	12,777	-2,777	127.8%	106.5%	23.18%
4048 Vehicle fuel and oil	15,000	12,500	14,201	-1,701	113.6%	94.7%	11.37%
4049 Vehicle rental charges	68,800	57,333	62,829	-5,496	109.6%	91.3%	8.02%
4050 Street Cleansing	5,000	4,167	5,470	-1,303	131.3%	109.4%	26.10%
4162 General expenditure	5,000	4,167	3,941	226	94.6%	78.8%	-4.48%
6000 Central Overheads Reallocated	45,187	37,656	35,786	1,870	95.0%	79.2%	-4.10%
Streetscape Expenditure	754,555	628,796	639,235	-10,439	101.7%	84.7%	1.42%
3030 Purchases for recharging	0	0	2,953	-2,953			
1165 CEC - Income	-459,636	-383,030	-459,636	76,606	120.0%	100.0%	-36.70%
1167 External work income	-15,000	-12,500	-9,319	-3,181	74.6%	62.1%	8.75%
1040 Other income	0	0	0	0			
1199 Miscellaneous	-900	-750	-625	-125	83.3%	69.4%	-0.03%
Streetscape Income	-475,536	-396,280	-469,580	73,300	118.5%	98.7%	-35.20%
Net Expenditure over Income	279,019	232,516	172,608	59,908	74.2%	61.9%	9.07%

NOTES: *Overspend approved at Council 25JAN2024

Pav award finalised

*

New contracts not yet sourced
Paid at start of the year

* We are waiting on an insurance payout, approx £2,000.

* Monitored by RFO dependant on requirements.

* New costs due to replacement vehicles. one van returned 27th October 2023.

* Monitored by RFO includes Fly Tipping costs.

Paid in full

Congleton Town Council
Management Accounts 2023-24
CONGLETON INFORMATION CENTRE
Jan-24

Month 10
 Percentage 83.3%

TOWN HALL
CONGLETON INFORMATION CENTRE

	ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	£ VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED	NOTES
3000 Stock at 1st April	0	-	-	-				
3041 3rd Party ticket resales	73,150	60,958	57,533	3,425	94.4%	78.7%	-4.65%	Third Party Income see corresponding expense line
3042 Books, Maps, Guides resale	2,850	2,375	448	1,927	18.9%	15.7%	-67.58%	
3043 Souvenirs for resale	2,375	1,979	227	1,752	11.5%	9.6%	-73.74%	
3044 Stamps for resale	500	417	256	161	61.4%	51.2%	-32.10%	
3046 Local Produce for resale	3,800	3,167	3,816	- 649	120.5%	100.4%	17.12%	Third Party Income see corresponding expense line
3047 Theatre gift cards for resale	150	125	-	125	0.0%	0.0%	-83.30%	
3048 Food & Drink for resale	1,197	998	431	567	43.2%	36.0%	-47.29%	
3049 CTC Merchandise	0	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	
3999 Stock at 31st March 2022	0	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	
Direct Expenditure	84,022	70,018	62,711	7,307	89.6%	74.64%	-8.66%	
4000 Staff costs	52,058	43,382	45,120	- 1,738	104.0%	86.7%	3.37%	Pay award implemented
4011 Rates	4,800	4,000	4,768	- 768	119.2%	99.3%	16.03%	Paid in full on receipt of invoice
4013 Rent Payable	7,500	6,250	6,250	-	100.0%	83.3%	0.03%	
4162 General Expenditure	2,000	1,667	1,427	240	85.6%	71.4%	-11.95%	As per requirement, includes card payment bank charges
6000 Central Overheads Reallocated	4,361	3,634	3,453	181	95.0%	79.2%	-4.12%	
EMR Retained for year 3	-22,011	- 18,343	- 16,508	- 1,835	90.0%	75.0%	-8.30%	Q1, 2 and 3 moved in from reserves.
Indirect Expenditure	48,708	40,590	44,510	- 3,920	109.7%	91.4%	8.08%	
1041 Third Party Ticket Sales	-77,000	- 64,167	- 71,481	7,314	111.4%	92.8%	9.53%	
1042 Books, Maps, Guides sales	-3,000	- 2,500	- 1,238	- 1,262	49.5%	41.3%	-42.03%	
1043 Souvenir sales	-2,500	- 2,083	- 1,281	- 802	61.5%	51.2%	-32.06%	
1044 Stamp Sales	-500	- 417	- 228	- 189	54.7%	45.6%	-37.70%	
1045 Photocopy sales	-300	- 250	- 337	87	134.8%	112.3%	29.03%	
1046 Local Produce for resale	-4,000	- 3,333	- 4,224	891	126.7%	105.6%	22.30%	
1047 Theatre gift cards	-150	- 125	- 362	237	289.6%	241.3%	158.03%	
1048 Food and Drink sales	-1,260	- 1,050	- 818	- 232	77.9%	64.9%	-18.38%	
1049 CTC Merchandise sales	0	-	- 215	215	#DIV/0!	#DIV/0!	#DIV/0!	
Income	-88,710	- 73,925	- 80,184	6,259	108.5%	90.4%	7.09%	
1168 CEC Support Grant CIV	-21,644	- 18,037	- 21,644	3,607	120.0%	100.0%	16.70%	Received in full
1031 CAB Reception Contribution	-5,000	- 4,167	- 4,167	0	100.0%	83.3%	0.04%	
	-26,644	- 22,203	- 25,811	3,608	116.2%	96.9%	13.57%	
Total Income	-115,354	- 96,128	- 105,995	9,867	110.3%	91.9%	8.59%	
Net Expenditure over Income	17,376	14,480	1,226	13,254	8.5%	7.1%	-76.24%	

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - RBS Current/ Access Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current/Access Acct	31/01/2024	3101	45,813.49 ✓
			45,813.49
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
19/01/2024 CIC	Mayor's Charity No 2	237.50	237.50 ✓
			45,575.99
<u>Unpresented Receipts (Plus)</u>			
			0.00
			0.00
			45,575.99
Balance per Cash Book is :-			45,575.99 ✓
Difference is :-			0.00

*Money re Mayor's Charity
related to Mayor's id
in Main Bank Acct*

Signatory 1:

Name

[Redacted Signature]

Date

15/02/24

Signatory 2:

Name

Signed

Date

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		44,627.76					44,627.76	
000573	Banked: 02/01/2024	551.60						
000573	CIC	551.60			505		551.60	Income
bacs	Banked: 03/01/2024	102.96						
bacs	CIC Sumup	102.96			505		102.96	Income
bacs	Banked: 03/01/2024	2,238.74						
bacs	CCLA	2,238.74			1190	101	2,238.74	Interest receivable
bacs	Banked: 04/01/2024	303.77						
bacs	CIC Sumup	303.77			505		303.77	Income
bacs	Banked: 04/01/2024	63.00						
bacs	J Darlington	63.00			565		63.00	Deposit - 04.02.24
bacs	Banked: 05/01/2024	156.87						
bacs	CIC Sumup	156.87			505		156.87	Income
bacs	Banked: 05/01/2024	140.10						
bacs	CCS	140.10			565		140.10	Deposit - 16.11.24
bacs	Banked: 08/01/2024	90.00						
	Sales Recpts Page 3471	90.00	90.00		100			Sales Recpts Page 3471
bacs	Banked: 08/01/2024	210.00						
bacs	Dragonfly Paranormal	210.00			565		210.00	Deposit - 31.08.24
bacs	Banked: 08/01/2024	755.50						
bacs	CIC Sumup	755.50			505		755.50	Income
bacs	Banked: 08/01/2024	105.00						
bacs	Beartown Soul	105.00			565		105.00	Deposit - 08.03.24
bacs	Banked: 08/01/2024	976.80						
	Sales Recpts Page 3472	976.80	976.80		100			Sales Recpts Page 3472
bacs	Banked: 09/01/2024	227.67						
bacs	CIC Sumup	227.67			505		227.67	Income
bacs	Banked: 09/01/2024	126.00						
bacs	Dress to My Door	126.00			565		126.00	Event - 28.01.24
bacs	Banked: 09/01/2024	530.00						
bacs	M Watson Wedding	530.00			565		530.00	Deposit - 22.03.25
bacs	Banked: 10/01/2024	306.95						
bacs	CIC Sumup	306.95			505		306.95	Income
bacs	Banked: 10/01/2024	52.20						
	Sales Recpts Page 3473	52.20	52.20		100			Sales Recpts Page 3473
000443	Banked: 10/01/2024	135.00						
	Sales Recpts Page 3479	135.00	135.00		100			Sales Recpts Page 3479

Receipts for Month 10

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>
000443	Banked: 10/01/2024	30.00						
000443	Congleton Pride	30.00			565		30.00	deposit
bacs	Banked: 11/01/2024	11.50						
	Sales Recpts Page 3474	11.50	11.50		100			Sales Recpts Page 3474
bacs	Banked: 11/01/2024	311.16						
bacs	CIC Sumup	311.16			505		311.16	Income
bacs	Banked: 12/01/2024	30.00						
	Sales Recpts Page 3475	30.00	30.00		100			Sales Recpts Page 3475
bacs	Banked: 12/01/2024	144.24						
	Sales Recpts Page 3476	144.24	144.24		100			Sales Recpts Page 3476
bacs	Banked: 12/01/2024	88.46						
bacs	CIC Sumup	88.46			505		88.46	Income
bacs	Banked: 15/01/2024	561.56						
	Sales Recpts Page 3477	561.56	561.56		100			Sales Recpts Page 3477
bacs	Banked: 16/01/2024	264.63						
bacs	CIC Sumup	264.63			505		264.63	Income
bacs	Banked: 16/01/2024	378.98						
bacs	CIC Sumup	378.98			505		378.98	Income
bacs	Banked: 16/01/2024	95,000.00						
bacs	SIBA	95,000.00			202		95,000.00	Transfer
bacs	Banked: 16/01/2024	264.63						
bacs	CIC Sumup	264.63			505		264.63	Income
bacs	Banked: 16/01/2024	378.98						
bacs	CIC Sumup	378.98			505		378.98	Income
bacs	Banked: 16/01/2024	95,000.00						
bacs	SIBA	95,000.00			202		95,000.00	Transfer
bacs	Banked: 16/01/2024	-264.63						
bacs	SUMUP	-264.63			505		-264.63	Duplicate entry
bacs	Banked: 16/01/2024	-378.98						
bacs	SUMUP	-378.98			505		-378.98	Duplicate entry
bavs	Banked: 16/01/2024	-95,000.00						
bavs	SIBA	-95,000.00			202		-95,000.00	Duplicate entry
bacs	Banked: 17/01/2024	75.00						
	Sales Recpts Page 3478	75.00	75.00		100			Sales Recpts Page 3478
bacs	Banked: 17/01/2024	45,000.00						
bacs	SIBA	45,000.00			202		45,000.00	Transfer

Receipts for Month 10

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: 17/01/2024	228.07						
	bacs CIC Sumup		228.07		505		228.07	Income
	bacs Banked: 17/01/2024	228.07						
	bacs CIC Sumup		228.07		505		228.07	Income
	bacs Banked: 17/01/2024	-228.07						
	bacs SUMUP		-228.07		505		-228.07	Duplicate entry
	bacs Banked: 17/01/2024	-45,000.00						
	bacs SIBA		-45,000.00		202		-45,000.00	Duplicate Entry
	bacs Banked: 17/01/2024	45,000.00						
	bacs SIBA		45,000.00		202		45,000.00	Duplicate Entry
	bacs Banked: 18/01/2024	287.70						
	bacs Vale Football Club		287.70		565		287.70	Full Payment 08.06.24
	bacs Banked: 18/01/2024	165.73						
	bacs CIC Sumup		165.73		505		165.73	Income
	bacs Banked: 19/01/2024	464.99						
	bacs CIC Sumup		464.99		505		464.99	Income
	bacs Banked: 19/01/2024	121.80						
	Sales Recpts Page 3482		121.80		100			Sales Recpts Page 3482
	bacs Banked: 19/01/2024	270.04						
	Sales Recpts Page 3483		270.04		100			Sales Recpts Page 3483
	bacs Banked: 22/01/2024	150.00						
	Sales Recpts Page 3484		150.00		100			Sales Recpts Page 3484
	bacs Banked: 22/01/2024	687.66						
	bacs CIC Sumup		687.66		505		687.66	Income
	bacs Banked: 22/01/2024	153.30						
	bacs CYO		153.30		565		153.30	Deposit - 23.11.24
	bacs Banked: 23/01/2024	297.32						
	bacs CIC Sumup		297.32		505		297.32	Income
000574	Banked: 23/01/2024	536.83						
000574	CIC		536.83		505		536.83	Income
	bacs Banked: 23/01/2024	582.17						
	Sales Recpts Page 3487		582.17		100			Sales Recpts Page 3487
	bacs Banked: 24/01/2024	57.58						
	Sales Recpts Page 3488		57.58		100			Sales Recpts Page 3488
	bacs Banked: 24/01/2024	87.50						
	bacs Cong Comm Choir		87.50		565		87.50	Deposit Bidd Male Voice Choir

Receipts for Month 10

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: 25/01/2024	60.00						
	Sales Recpts Page 3480	60.00	60.00		100			Sales Recpts Page 3480
bacs	Banked: 25/01/2024	219.73						
bacs	CIC Sumup	219.73			505		219.73	Income
bacs	Banked: 25/01/2024	430.00						
bacs	Coulton	430.00			565		430.00	Wedding Deposit - 26.07.25
bacs	Banked: 26/01/2024	158.27						
bacs	CIC Sumup	158.27			505		158.27	Income
bacs	Banked: 26/01/2024	355.50						
	Sales Recpts Page 3489	355.50	355.50		100			Sales Recpts Page 3489
bacs	Banked: 26/01/2024	976.80						
	Sales Recpts Page 3490	976.80	976.80		100			Sales Recpts Page 3490
bacs	Banked: 29/01/2024	409.93						
bacs	CIC Sumup	409.93			505		409.93	Income
bacs	Banked: 29/01/2024	919.05						
bacs	J Doe	919.05			1179	301	919.05	Donation to P/ship
bacs	Banked: 29/01/2024	87.36						
	Sales Recpts Page 3491	87.36	87.36		100			Sales Recpts Page 3491
bacs	Banked: 29/01/2024	320.25						
bacs	CIC Sumup	320.25			505		320.25	Income
000575	Banked: 29/01/2024	828.48						
000575	CIC	828.48			505		828.48	Income
bacs	Banked: 29/01/2024	434.00						
bacs	Kemble	434.00			565		434.00	Wedding - 04.05.24
000445	Banked: 30/01/2024	30.00						
	Sales Recpts Page 3485	30.00	30.00		100			Sales Recpts Page 3485
bacs	Banked: 30/01/2024	63.00						
	Sales Recpts Page 3492	63.00	63.00		100			Sales Recpts Page 3492
bacs	Banked: 30/01/2024	724.07						
bacs	CIC Sumup	724.07			505		724.07	Income
bacs	Banked: 30/01/2024	1,200.00						
	Sales Recpts Page 3493	1,200.00	1,200.00		100			Sales Recpts Page 3493
bacs	Banked: 31/01/2024	1,493.17						
	Sales Recpts Page 3494	1,493.17	1,493.17		100			Sales Recpts Page 3494

Total Receipts for Month	161,767.99	7,523.72	0.00	154,244.27
Cashbook Totals	<u>206,395.75</u>	<u>7,523.72</u>	<u>0.00</u>	<u>198,872.03</u>

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/12/2023	Alpha Omega Securities Ltd	22/12/23	187.91	187.91		501			3786/16539/Credit 1 Hour
01/12/2023	Marks Events Ltd	22DEC23	1,915.50	1,915.50		501			1622023/16348/TC14041
22/12/2023	Marks Events Ltd	Correction	-1,915.50	-1,915.50		501			P/Ledger Electronic Payment
22/12/2023	Alpha Omega Securities Ltd	Correct	-187.91	-187.91		501			P/Ledger Electronic Payment
02/01/2024	Cheshire East Council	DD	2,495.00			4011	221	2,495.00	Town Hall Rates
02/01/2024	Quartix Ltd	dd	550.44	550.44		501			776736/16517/vehicle tracker
02/01/2024	Prism Solutions	DD	155.68	155.68		501			190167/16533/charges
12/01/2024	BACS P/L Pymnt Page 3400	BACS Pymnt	15,329.06	15,329.06		501			BACS P/L Pymnt Page 3400
12/01/2024	L & J Printing Ltd	REVERSE	-156.00	-156.00		501			P/Ledger Electronic Payment
12/01/2024	West Mercia Energy	dd	4,814.53	4,814.53		501			11440027/16537/cenotaph electr
12/01/2024	Congleton Pride	BACS	360.00			4701	107	360.00	GR08/2324
15/01/2024	Bankline	BACS	93.80			4051	101	93.80	Bank charges
18/01/2024	CTC	BACS	104,451.15			515		53,895.76	Payroll
						525	0	18,688.57	Payroll
						520	0	31,824.82	Payroll
						530	0	42.00	Payroll
19/01/2024	BACS P/L Pymnt Page 3408	BACS Pymnt	20,294.18	20,294.18		501			BACS P/L Pymnt Page 3408
19/01/2024	Mayor's Charity No 2	CIC	237.50			204		237.50	Ticket sales transfer
19/01/2024	Bankline	BACS	10.66			4051	101	10.66	Bank Charges
23/01/2024	EE Ltd	DD	169.80	169.80		501			01288106596/16674/charg
25/01/2024	Prism Solutions	dd	1,920.79	1,920.79		501			191421/16668/IT Support
26/01/2024	BACS P/L Pymnt Page 3417	BACS Pymnt	9,442.59	9,442.59		501			BACS P/L Pymnt Page 3417
26/01/2024	Cong Bath House	BACS	150.00			4701	107	150.00	GR01/2324
29/01/2024	RBS Credit Card	DD	337.10			212		337.10	Credit card balance payoff
30/01/2024	CTC	008997	163.48			210		163.48	Petty Cash
Total Payments for Month			160,819.76	52,521.07	0.00			108,298.69	
Balance Carried Fwd			45,575.90						
Cashbook Totals			206,395.75	52,521.07	0.00			153,874.68	

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee										
MEETING DATE AND TIME	14th March 2024 7.00 pm	LOCATION	Congleton Town Hall								
REPORT FROM	Serena Van Schepdael: R.F.O										
AGENDA ITEM REPORT TITLE	Item 15 Savings Balances										
Background	To inform the Finance and Policy Committee of the location and balances of the Council’s savings and investments.										
Update	<p><u>Congleton Town Council – Savings account balances</u></p> <p><u>Balances as of 29th February 2024</u></p> <table border="1" style="width: 100%;"> <tr> <td>Business Reserve Account</td> <td style="text-align: right;">£ 200,711.58</td> </tr> <tr> <td>Cambridge and Counties 1-year fixed deposit (C&C)</td> <td style="text-align: right;">£ 250,000.00</td> </tr> <tr> <td>CCLA Deposit (Sweeper Account)</td> <td style="text-align: right;">£ 500,100.00</td> </tr> <tr> <td><u>Total</u></td> <td style="text-align: right;"><u>£ 950,811.58</u></td> </tr> </table> <p><u>Investment Update</u></p> <p><u>Current interest rates:</u></p> <p>RBS:1.45% (Budgeted % was 0.3%)</p> <p>CCLA: 5.27% (As of 31st January 2024) (Budgeted % was 1.5%)</p> <p>C&C (1 Year Locked in): 3.8% (Budgeted % was 3.3%) Ends 8th December 2024.</p> <p>Budgeted Interest to receive during 2023-2024 is £14,000, to date, we have received £14,374.37. (At 31st January 2024.)</p> <ul style="list-style-type: none"> • RBS £3,486 • CCLA £20,958 <li style="padding-left: 20px;">Future • C&C will be paid in December 2023-24 allocation approx. £6,300. 			Business Reserve Account	£ 200,711.58	Cambridge and Counties 1-year fixed deposit (C&C)	£ 250,000.00	CCLA Deposit (Sweeper Account)	£ 500,100.00	<u>Total</u>	<u>£ 950,811.58</u>
Business Reserve Account	£ 200,711.58										
Cambridge and Counties 1-year fixed deposit (C&C)	£ 250,000.00										
CCLA Deposit (Sweeper Account)	£ 500,100.00										
<u>Total</u>	<u>£ 950,811.58</u>										
Financial	No requirements/implications for this decision.										

Environmental	No implications for this decision.
Equality and Diversity	No implications for this decision.
Decision Request	To receive the Savings Accounts balances to 29 th February 2024.

List of Payments made between 01/11/2023 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2023	BACS P/L Pymnt Page 3341	BACS Pymnt	8,657.16		BACS P/L Pymnt Page 3341
01/11/2023	Cheshire East Council	DD	2,495.00		Town Hall Rates
01/11/2023	Prism Solutions	dd	155.60		186605/16262/charges
02/11/2023	Cong Credit Union	BACS	316.80		GR11/2324
02/11/2023	Rotary Club	BACS	72.00		Tickets - Charter Dinner
09/11/2023	Congleton High School	Return	-332.80		P/Ledger Electronic Payment
10/11/2023	BACS P/L Pymnt Page 3346	BACS Pymnt	13,426.92		BACS P/L Pymnt Page 3346
10/11/2023	Vale Allotments	BACS	2,000.00		GR06/2324
10/11/2023	HMRC	BACS	9,517.55		VAT
14/11/2023	West Mercia Energy	dd	157.59		11414595/16271/P pool electric
15/11/2023	Bankline	BACS	69.50		Charges
15/11/2023	The Royal British Legion	008992	82.50		251023/16439/Poppy wreathes
16/11/2023	West Mercia Energy	DD	1,208.18		11417885/16287/T Hall GGas
16/11/2023	CTC	008994	129.41		Petty Cash
17/11/2023	BACS P/L Pymnt Page 3354	BACS Pymnt	1,604.39		BACS P/L Pymnt Page 3354
17/11/2023	CTC	BACS	82,446.34		November Salary
17/11/2023	Poole Alcock	BACS	420.00		legal services
21/11/2023	Bankline	BACS	16.87		Bank Charges
23/11/2023	EE Ltd	DD	169.80		01288049512/16474/charges
27/11/2023	R.J.& J. Moore	27NOV23	1,739.00		131123/16393/xmas trees
27/11/2023	Prism Solutions	dd	1,920.79		187958/16415/it support
28/11/2023	RBS Credit Card	DD	232.27		Credit card balance payoff
01/12/2023	BACS P/L Pymnt Page 3357	BACS Pymnt	53,107.70		BACS P/L Pymnt Page 3357
01/12/2023	Prism Solutions	dd	156.38		188368/16400/contract charges
01/12/2023	Cheshire East Council	DD	2,495.00		Business Rates
01/12/2023	Mayor's Charity No 2	tickets	342.00		xmas party tickets
01/12/2023	Alpha Omega Securities Ltd	22/12/23	187.91		3786/16539/Credit 1 Hour
01/12/2023	Marks Events Ltd	22DEC23	1,915.50		1622023/16348/TC14041
06/12/2023	Pitney Bowes Ltd	dd	72.00		BL06515344/16515/quarterly ren
08/12/2023	BACS P/L Pymnt Page 3372	BACS Pymnt	31,029.85		BACS P/L Pymnt Page 3372
08/12/2023	Congleton Harriers	BACS	750.00		GR11/2324
08/12/2023	BACS P/L Pymnt Page 3391	BACS Pymnt	1,743.90		BACS P/L Pymnt Page 3391
11/12/2023	British Telecom	DD	45.47		Q094Y3/16443/call charges
13/12/2023	CTC	008996	177.85		Petty Cash
15/12/2023	BACS P/L Pymnt Page 3379	BACS Pymnt	24,114.90		BACS P/L Pymnt Page 3379
15/12/2023	Bankline	DD	63.05		Bank Charges
15/12/2023	CTC	BACS	115,811.81		Dec Payroll
18/12/2023	West Mercia Energy	dd	2,982.79		11422614/16437/T Hall Gas
21/12/2023	Bankline	BACS	18.29		Bank Charges
22/12/2023	London Hearts	BACS	750.00		Defib
22/12/2023	Campey Turf Care Systems	37396	4,020.00		Chipper
22/12/2023	C P Mayer	2DEC23	89.95		CIC193/16531/193/C P Mayer
22/12/2023	Marks Events Ltd	Correction	-1,915.50		P/Ledger Electronic Payment
22/12/2023	Alpha Omega Securities Ltd	Correct	-187.91		P/Ledger Electronic Payment
22/12/2023	Marks Events Ltd	Correc	1,915.50		P/Ledger Electronic Payment
22/12/2023	Alpha Omega Securities Ltd	Cirr	187.91		P/Ledger Electronic Payment
27/12/2023	Prism Solutions	dd	1,920.79		189692/16540/IT Support

List of Payments made between 01/11/2023 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/12/2023	EE Ltd	dd	169.87		01288078150/16541/charges
28/12/2023	West Mercia Energy	dd	36.02		11432858/16467/Pool Electric
28/12/2023	RBS Credit Card	DD	633.98		Credit Card Balance Pay off
02/01/2024	Cheshire East Council	DD	2,495.00		Town Hall Rates
02/01/2024	Quartix Ltd	dd	550.44		776736/16517/vehicle tracker
02/01/2024	Prism Solutions	DD	155.68		190167/16533/charges
12/01/2024	BACS P/L Pymnt Page 3400	BACS Pymnt	15,329.06		BACS P/L Pymnt Page 3400
12/01/2024	L & J Printing Ltd	REVERSE	-156.00		P/Ledger Electronic Payment
12/01/2024	West Mercia Energy	dd	4,814.53		11440027/16537/cenotaph electr
12/01/2024	Congleton Pride	BACS	360.00		GR08/2324
15/01/2024	Bankline	BACS	93.80		Bank charges
18/01/2024	CTC	BACS	104,451.15		Payroll
18/01/2024	L & J Print	000229	156.00		Invitations
18/01/2024	Mayors Acc 2	CONTRA	-156.00		Entered in error
19/01/2024	BACS P/L Pymnt Page 3408	BACS Pymnt	20,294.18		BACS P/L Pymnt Page 3408
19/01/2024	Mayor's Charity No 2	CIC	237.50		Ticket sales transfer
19/01/2024	Bankline	BACS	10.66		Bank Charges
23/01/2024	EE Ltd	DD	169.80		01288106596/16674/charges
25/01/2024	Prism Solutions	dd	1,920.79		191421/16668/IT Support
26/01/2024	BACS P/L Pymnt Page 3417	BACS Pymnt	9,442.59		BACS P/L Pymnt Page 3417
26/01/2024	Cong Bath House	BACS	150.00		GR01/2324
29/01/2024	RBS Credit Card	DD	337.10		Credit card balance payoff
30/01/2024	CTC	008997	163.48		Petty Cash
Total Payments			<u>529,959.64</u>		

Congleton Town Council

Payments Listing for 1st November 2023 to 30th November 2023.

Breakdown of Payments made via BACS transfer

<u>Date</u>	<u>BACS Page</u>	<u>Invoice date</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u>	<u>Total Invoices paid</u>
01/11/2023	3341	04 October 2023	Associated Calibration & Training Ltd	£ 118.80		PAT Testing check	1
01/11/2023	3341	24 October 2023	ANSA Environmental Services	£ 673.16		Quarterly Waste Collections	1
01/11/2023	3341	21 October 2023	ATG London Ltd	£ 138.88		3rd Party ticket sales	1
01/11/2023	3341	24 October 2023	Blachere Illumination UK Ltd	£ 602.40		Brackets for lights	1
01/11/2023	3341	17 October 2023	Bornford Office Supplies	£ 27.66		Stationery order	1
01/11/2023	3341	20 October 2023	Cutler Cleaning Supplies Ltd	£ 224.90		Cleaning supplies	1
01/11/2023	3341	23 October 2023	East Cheshire Commerce & Enterprise	£ 336.00		Annual membership	1
01/11/2023	3341	18 October 2023	JAF Graphics	£ 288.00		Streetscape recharge works: Signs	1
01/11/2023	3341	20 October 2023	K G Loach	£ 148.08		Horticultural supplies	2
01/11/2023	3341	09 September 2023	The Leaflet Team	£ 688.50		Delivery of Bear Neccessities	1
01/11/2023	3341	15 October 2023	UK Fuels Ltd	£ 252.39		Fuel for vans	1
01/11/2023	3341	13 October 2023	West Wallasey Contract Hire	£ 5,158.39		Vehicle lease	1
			TOTAL		£ 8,657.16		
10/11/2023	3346	27 October 2023	All Saints Community Centre	£ 170.00		Luncheon Club	1
10/11/2023	3346	23 October 2023	Alpha Omega Securities Ltd	£ 268.44		Event security	1
10/11/2023	3346	25 October 2023	Arch Publications	£ 120.00		Advert	1
10/11/2023	3346	28 October 2023	ATG London Ltd	£ 401.01		3rd Party ticket sales	2 & 1 CN
10/11/2023	3346	30 October 2023	Beartown Soul Promotions	£ 944.30		3rd Party ticket sales	1
10/11/2023	3346	27 October 2023	Birch Pest Control	£ 660.00		Pest control	1
10/11/2023	3346	26 October 2023	Cheshire Association of Local Councils	£ 30.00		Cllr training	1
10/11/2023	3346	25 October 2023	Cavern Protective Clothing	£ 259.20		PPE	2
10/11/2023	3346	31 October 2023	Heads Congleton Limited	£ 17.60		CIC- 3rd party sales	1
10/11/2023	3346	25 October 2023	Congleton High School	£ 332.80		Printing	1
10/11/2023	3346	25 October 2023	Daneside Theatre	£ 2,525.10		3rd Party ticket sales	1
10/11/2023	3346	25 October 2023	Daneside Theatre	£ 137.75		3rd Party ticket sales	1
10/11/2023	3346	30 October 2023	Dawsongroup Sweepers Ltd	£ 405.45		Sweeper brushes	1
10/11/2023	3346	31 October 2023	DC Assist	£ 890.00		Cleaning services	1
10/11/2023	3346	18 October 2023	DJM Nurseries	£ 399.00		Horticultural supplies	1
10/11/2023	3346	31 October 2023	Instant Tool Plant Hire Ltd	£ 87.60		Dehumidifier hire	1
10/11/2023	3346	20 October 2023	Jewson Limited	£ 593.68		Horticultural supplies	1
10/11/2023	3346	31 October 2023	L&J Printing Ltd	£ 263.40		Printing	2
10/11/2023	3346	26 October 2023	Landscape Supplies Company	£ 177.98		PPE	1
10/11/2023	3346	23 October 2023	Maxigiene Environmental Ltd	£ 108.00		Legionella Testing	1
10/11/2023	3346	25 October 2023	The Reindeer Company Ltd	£ 2,760.00		Switch on event	1
10/11/2023	3346	25 October 2023	Screwfix	£ 57.99		Staff H&S equipment	1
10/11/2023	3346	26 October 2023	Toolstation Ltd	£ 10.71		Sundry repair items	2
10/11/2023	3346	24 October 2023	Tudor Environmental Ltd	£ 251.54		PPE	2
10/11/2023	3346	22 October 2023	UK Fuels Ltd	£ 638.65		Fuel for vans	1
10/11/2023	3346	29 October 2023	UK Fuels Ltd	£ 174.50		Fuel for vans	1
10/11/2023	3346	31 October 2023	West Wallasey Contract Hire	£ 742.22		Vehicle lease	1
			TOTAL		£ 13,426.92		
17/11/2023	3354	27 October 2023	Boon	£ 360.00		Switch on event	1
17/11/2023	3354	22 August 2023	Tudor Environmental Ltd	£ 44.39		PPE	1
17/11/2023	3354	23 October 2023	Urban Imprint Limited	£ 1,200.00		NDP	1
			TOTAL		£ 1,604.39		

Congleton Town Council

Payments Listing for 1st December 2023 to 31st January 2024

Breakdown of Payments made via BACS transfer

<u>Date</u>	<u>BACS Page</u>	<u>Invoice date</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Page Total</u>	<u>Transaction Detail</u>	<u>Total Invoices paid</u>
01/12/2023	3357	27 November 2023	All Saints Community Centre	£ 260.00		Luncheon Club	1
01/12/2023	3357	25 November 2023	ATG London Ltd	£ 500.07		3rd Party Tickets	3
01/12/2023	3357	15 November 2023	Bearwires	£ 9.50		3rd Party Supplier Sales	1
01/12/2023	3357	15 November 2023	Bees For Us	£ 100.80		Food & Drink stock	1
01/12/2023	3357	08 November 2023	Birch Pest Control	£ 70.00		Visit	1
01/12/2023	3357	20 November 2023	Bomford Office Supplies	£ 461.24		Stationery	3
01/12/2023	3357	21 November 2023	Eric Charlesworth (Electrical Contractor)	£ 43.20		Call out/repairs	1
01/12/2023	3357	06 November 2023	Congleton Choral Society	£ 91.20		3rd Party Tickets	1
01/12/2023	3357	16 November 2023	Heads Congleton Limited	£ 372.00		Christmas feature	1
01/12/2023	3357	09 November 2023	Congleton High School	£ 125.50		Partnership leaflets	1
01/12/2023	3357	31 October 2023	City Plumbing Supplies Holdings Ltd	£ 24.25		Sundry repair items	2
01/12/2023	3357	16 November 2023	Congleton Live CIC Ltd	£ 779.00		3rd Party Supplier Sales	1
01/12/2023	3357	16 November 2023	Congleton Live CIC Ltd	£ 71.25		3rd Party Supplier Sales	1
01/12/2023	3357	16 November 2023	Congleton Live CIC Ltd	£ 133.00		3rd Party Supplier Sales	1
01/12/2023	3357	13 November 2023	Cosabelle	£ 14.40		3rd Party Supplier Sales	1
01/12/2023	3357	16 November 2023	Culligan (UK) Ltd	£ 221.26		Water Supplies	1
01/12/2023	3357	07 November 2023	Cutler Cleaning Supplies Ltd	£ 302.69		TH Cleaning Stock	1
01/12/2023	3357	13 November 2023	Cutler Cleaning Supplies Ltd	£ 468.00		SS Cleaning supplies	1
01/12/2023	3357	03 November 2023	Daneside Theatre	£ 3,452.06		3rd Party Tickets	1
01/12/2023	3357	03 November 2023	Daneside Theatre	£ 418.00		3rd Party Tickets	1
01/12/2023	3357	10 November 2023	Daneside Theatre	£ 180.00		3rd Party Tickets	1
01/12/2023	3357	10 November 2023	Daneside Theatre	£ 1,599.30		3rd Party Tickets	1
01/12/2023	3357	27 November 2023	Daneside Theatre	£ 185.25		3rd Party Tickets	1
01/12/2023	3357	27 November 2023	Daneside Theatre	£ 357.20		3rd Party Tickets	1
01/12/2023	3357	27 November 2023	Daneside Theatre	£ 2,599.20		3rd Party Tickets	1
01/12/2023	3357	01 November 2023	Dawsongroup Sweepers Ltd	£ 3,180.72		Sweeper Lease	1
01/12/2023	3357	10 November 2023	DC Assist Ltd	£ 350.40		Cleaning services	1
01/12/2023	3357	17 November 2023	DC Assist Ltd	£ 219.00		Cleaning services	1
01/12/2023	3357	08 November 2023	DCK Accounting Solutions Ltd	£ 840.60		Accounting services (Budgets)	1
01/12/2023	3357	11 November 2023	Deane	£ 8.00		3rd Party Supplier Sales	1
01/12/2023	3357	07 November 2023	DJM Nurseries	£ 69.26		Horticulture supplies	1
01/12/2023	3357	27 November 2023	DJs Past & Present	£ 1,459.20		3rd Party Tickets	1
01/12/2023	3357	12 November 2023	Francis	£ 34.00		3rd Party Supplier Sales	1
01/12/2023	3357	10 November 2023	Full Media Ltd	£ 33.55		3rd Party Supplier Sales	1
01/12/2023	3357	17 November 2023	Handy Cabin	£ 227.85		In Bloom supplies	1
01/12/2023	3357	14 November 2023	Harris	£ 44.00		3rd Party Supplier Sales	1
01/12/2023	3357	22 November 2023	Hipswing Entertainments Ltd	£ 36.00		Christmas event costs	1
01/12/2023	3357	16 November 2023	Jewson Limited	£ 369.84		Sundry repair items & PPE	2
01/12/2023	3357	01 November 2023	J F Kehoe Installations Ltd	£ 313.74		Fridge repair/callout	1

01/12/2023	3357	08 November 2023 KG Loach	£	843.30	SS Works	1
01/12/2023	3357	23 November 2023 KG Loach	£	147.00	SS Works	1
01/12/2023	3357	13 November 2023 L & J Printing Ltd	£	18.00	Banners/Leaflets	1
01/12/2023	3357	13 November 2023 L & J Printing Ltd	£	154.00	Remembrance Leaflet	1
01/12/2023	3357	15 November 2023 L & J Printing Ltd	£	359.20	Christmas leaflet	1
01/12/2023	3357	21 November 2023 L & J Printing Ltd	£	115.20	Signs & Posters	1
01/12/2023	3357	22 November 2023 Landscape Supplies Company	£	164.11	SS PPE	1
01/12/2023	3357	15 November 2023 Lightech Sound & Light Ltd	£	1,056.00	Remembrance Projection	1

List of Payments made between 01/11/2023 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/11/2023	Baker Ross	CCO01	128.67		Halloween treats
28/11/2023	Morrisons	CCO02	39.60		Pumpkins - Halloween event
28/11/2023	Zoom	CCO03	64.00		Partnership - Solar
28/12/2023	The flower Gallery	CCN01	45.00		In bloom thank you
28/12/2023	Amazon	CCN02	25.99		xmas tree stand
28/12/2023	Home Bargains	CCN03	21.89		goods for xmas lights
28/12/2023	B & M Bargains	CCN04	222.50		selection boxes - xmas
28/12/2023	B & M Bargains	CCN05	108.92		goods - xmas lights
28/12/2023	Tesco	CCN06	28.50		sweets for xmas lights
28/12/2023	Screwfix	CCN07	105.18		6 x led lights
28/12/2023	Land Registry	CCN08	6.00		Land search
28/12/2023	Land Registry	CCN09	6.00		Land Search
28/12/2023	Zoom	CCN10	64.00		Partnership
29/01/2024	Royal Mail	CCJA01	137.50		Stamps for resale
29/01/2024	B & M Bargains	CCDE02	199.60		Food provision for charities

Total Payments 1,203.35

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	14 th March 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	Item 17 Internal Audit Report – Second Interim for 2023-24		
Background	All town and parish councils are required by statute to make arrangements for an independent, internal audit examination of their accounting records and systems of internal control.		
Updates	<p>Congleton Town Council’s Internal Audit services are provided by Auditing Solutions Ltd.</p> <p>The second interim audit has taken place. Auditing Solutions visited the offices on 31st January 2024, previous recent audits have been remote. One of the main areas they wished to audit in full on the visit was the Information Centre as they had not audited the full process on site before. They audited the processes, cash handling, stock management, bookings processes and sales processes. The outcome of that review was that the CIC is very well managed and maintained to a high standard.</p> <p>See Appendix 17.1 for the full report, there are no issues to note to date.</p> <p>The final audit is due to take place around April to May 2024. That report will be presented to Council.</p>		
Decision Requested	To receive the Second Interim Internal Audit report for the year ending 31 st March 2024.		

Congleton Town Council

Internal Audit Report 2023-24: Interim Update

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2023-24 financial year which was completed by the 23rd September 2023 and 31st January 2024. We have undertaken our reviews for the year to date and we wish to thank the Responsible Finance Officer and staff in assisting the process, providing all necessary documentation to facilitate completion of our reviews for the year to date.

Internal Audit Approach

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

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

Overall Conclusion

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

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

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

Conclusions

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

Review of Corporate Governance

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

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

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

Conclusions

There are no matters requiring formal recommendation in this area of our review process. We will undertake further work at our final review.

Review of Expenditure

Our aim here is to ensure that: -

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

We have continued work in this area examining a sample of payments from April, August and December 2023.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to December 2023, with no issues identified.

Conclusions

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

Assessment and Management of Risk

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

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

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

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

Conclusions

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

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

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

We also note from the pre-draft minutes that the Council approved a precept of £1,182,221 for 2024-25 at the meeting of 25th January 2024.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We will obtain confirmation that the precept has been formally approved by Full Council at our final audit.

Review of Income

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

- At the interim audit we reviewed the income generated in respect of the Tourist Information Centre (TIC) from the accounts data. We have also checked that there is a stock control review completed. We were pleased to report that the process was well managed and that records are maintained in a very satisfactory manner.
- At this interim update audit for which we visited the Council offices we have again reviewed the Congleton Information Centre (CIC) to include the management of the CIC and stock controls for both supplier stock and Council stock together with cash

held in the till and the additional float. We have also looked at the Rialtas booking system and the event ticket sales.

We consider that the CIC is very well managed and maintained to a high standard.

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

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

Conclusions

We are pleased to record that there are no significant issues in this area.

Petty Cash Account and Fuel Cards

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

We have checked the Town Council and the CIC cash and reviewed the holding from the information that we have been provided. We consider that this is controlled effectively.

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

Conclusions

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

Review of Staff Salaries

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

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

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

Conclusions

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

Investments & Loans

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

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

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

Conclusions

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES


COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	14 th March 2024 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	18 Petty Cash Verification		
Background	The Council have small Petty Cash float available for sundry purchases, the balance should be verified by a signatory twice a year.		
Updates	The current balance of Petty Cash is £165.16, the receipts and balance were checked and verified by the Internal Auditor on 31 st January 2024.		
Decision Requested	To note the verification of the Petty Cash balance		

Petty Cash :- Completion T.C. 31/1/24

£ 20	120
£ 10	20
£ 5	10
£ 2	4
£ 1	3
50p	6
20p	- 60
5p	1 - 10
2p	30
1p	16
	<hr/>
	£ 165 - 16
	22 - 14
	12 - 70
	<hr/>
	£ 200 - 00

Receipts
7 - 99
14 - 15
22 - 14

A Shepherd-Roberts
For Auditing Solutions Ltd

 31/1/24

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	14th March 2024 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	Item 19 ICT Policy Review		
Background	The ICT Policy was requested to be reviewed after the Business Risk Assessment was approved with the additional of Cyber Security Risks. The original updated Draft was rejected by Council on 10 th August 2023, one comment made during discussions was to see if NALC (National Association of Local Councils) have a template to use.		
Updates	<p>NALC do not have a template, but they do provide guidelines for what to include in an Information Technology Policy. This draft policy is based on those guidelines. Please see current Policy here: Congleton Town Council ICT Policy (congleton-tc.gov.uk)</p> <p>Each item in the NALC guidelines has been considered when drafting this policy. The sections in the current document that have been removed are Health & Safety and Protocol for using the Council's Website.</p> <p>See Appendix 19.2 for the new DRAFT ICT and Cyber Security Policy</p>		
Financial	No requirements/implications for this decision.		
Environmental	No implications for this decision.		
Equality and Diversity	No implications for this decision.		
Decision Request	To approve the updated Document Retention Policy and recommend to Council for approval and adoption into the Constitution.		

CONGLETON TOWN COUNCIL
ICT AND CYBER SECURITY POLICY

Introduction

- Congleton Town Council has a duty to ensure the proper security and privacy of its computer systems and data. All users have some responsibility for protecting these assets.
- The Chief Officer is responsible for the implementation and monitoring of this policy but may delegate that responsibility to another officer.
- Line managers have a responsibility to ensure that staff they supervise comply with this policy.
- The Council has a duty laid down in the Data Protection Act 2018, to ensure the proper security and privacy of its computer systems and data. All users have, to varying degrees, some responsibility for protecting these assets. Users also have a personal responsibility for ensuring that they and, where appropriate, the staff they supervise or have control over, comply fully with this policy – See also the Council's Information and Data Protection Policy.

1. Who does the policy apply to/ General Principles

- All staff and Councillors and volunteers using CTC equipment.
- All employees, members and other users should be aware of the increasingly sophisticated scams and risks posed to cybersecurity and when in any doubt should seek guidance from the Chief Officer. As a general rule, users will never be asked to share passwords by email and users should be aware of odd language used in emails which may indicate a fraudulent email.
- All employees, members and other users of council IT equipment must be familiar with and abide by the regulations set out in the council's 'Data Protection & Retention Policy'.
- All council devices will have up-to-date antivirus software installed and this must not be switched off for any reason without the authorisation of the Chief Officer.
- All users are reminded that deliberate unauthorised use, alteration, or interference with computer systems, software or data is a breach of this policy and in some circumstances may be a criminal offence under the Computer Misuse Act 1990.
- All software installed on council devices must be fully licensed and no software should be installed without authorisation from the Chief Officer.

2. What communications, IT equipment and other areas does the policy cover

- Computers and Laptops
- Remote Access Connections
- Mobile Phones and Tablets

- Emails and Email Servers
- Portable Devices
- Internet Access
- Website and Social Media
- Passwords
- Viruses
- Software
- Cyber Security
- Training

3. Who is responsible for monitoring and reviewing the policy?

- CO Reviewing
- Line Management for Monitoring of staff.

4. Related policies

- Data Protection Policy
- Social Media Policy
- Equality and Inclusion Policy

Commented [SV1]: (See notes below for this*)

Commented [SV2]: Do we have social media policy
Date protection, does this need updating

5. Passwords and Password Protection

All council computers and systems must be password protected to prevent unauthorised access.

- Where possible, two factor authentication should be utilised.
- Users should ensure that unattended devices are password protected.
- Where users have unique access permissions and/or accounts for systems, these must not be shared with other users.
- Different passwords should be used for different devices and accounts.
- Passwords should be routinely changed.
- Passwords should not be written down or left in unsecure locations.
- Passwords must not be inserted into email messages or any other form of communication, or saved onto a shared computer.
- Additional Information:
 - The National Cyber Security Centre Website provides information on passwords.

6. Training

Employees and Councillors should be provided with regular cybersecurity training as is appropriate for their role and level of systems access.

7. Misuse of I.T

Misuse includes, but is not limited to:

~~V5 10.05.18 DRAFT UPDATE JUNE 2023~~

V6 14.03.24 DRAFT UPDATE

- Creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material.
- Creation of material which is designed or likely to cause annoyance, inconvenience, or needless anxiety.
- Creation or transmission of defamatory material
- Transmission of material which in anyway infringes the copyright of another person.
- Transmission of unsolicited commercial advertising material to networks belonging to other organisations
- Deliberate actions or activities with any of the following characteristics:
 - i. Wasting staff effort or networked resources
 - ii. Corrupting or destroying another users' data.
 - iii. Violating the privacy of other users.
 - iv. Disrupting the work of other users.
- Other misuse of the networked resources by the deliberate introduction of viruses/malware
- Playing games during working hours
- Altering the set up or operating perimeters of any computer equipment without authority.
- Unauthorised access, use, destruction, modification and/or distribution of council information, systems or data is prohibited.
- Any personal IT equipment must not be connected to any Council IT equipment.

8.Security and Virus Controls

- Consideration must be given to the secure location of equipment and documentation to help safeguard the Council's ICT assets. Portable equipment must be locked away when not in use and must not be removed from the premises without permission.
- Only persons authorised by the Chief Officer may use Council computer systems. The authority given to use a system must be sufficient but not excessive and users must be notified that the authority given to them must not be exceeded.
- Operating procedures are required to control use of ICT equipment.
- Security incidents relating to any aspect of this policy must be reported to the Chief Officer immediately.
- Avoid using public wi-fi connections that are not secure.

Virus Controls

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

- If a virus is suspected, the equipment should be switched off and isolated and the Council's support contractor should be contacted.
- Viruses are easily transmitted via email and internet downloads. In particular, users must:
 - not transmit by email any file attachment which they know to be infected with a virus.
 - not download data or programs of any nature from unknown sources
 - not forward virus warning
 - contact the Council's IT providers of any scam emails that arrive.
- All computer and servers will have loaded and operate the Council's standard virus detection software for scanning.
- No software should be located onto the Council's equipment without the permission of the Chief Officer.

9. Computer use

- Laptops and Computers must be shut down at the end of every day and kept in a secure locked cabinet.
- Laptops and Computers must be logged out when member of staff is away from their desk.
- For computers in public areas, these must be secure and out of reach of the public and logged out when away from desk.

10. Use of E-mail

E-mails sent or received form part of official records of the Council, they are not private property. E-mails may be disclosed under the Freedom of Information Act, as part of legal proceedings (e.g. tribunals) and as part of disciplinary proceedings.

Employees are responsible for all actions relating to their e-mail accounts/username and must ensure that no other person has access to their account without the permission or knowledge of the Chief Officer or Deputy Chief Officer.

When using the Council's e-mail employees **must**:-

- Correctly maintain their own e-mail folders and delete all unwanted mail on a regular basis.
- Not use e-mail for the creation, retention, or distribution of disruptive or offensive messages, images, materials, or software that includes offensive or abusive comments about ethnicity, nationality, gender, disabilities, age, sexual orientation, appearance, religious beliefs and practices, political beliefs, or social background. Employees who receive e-mails with this content must report the matter to their line manager.

- Not send e-mail messages that might be considered by the recipients as bullying, harassing, abusive, malicious, discriminatory, defamatory and libellous or containing illegal or offensive material or foul language
- Not upload, download, use, retain, distribute, or disseminate any images text materials or software which might reasonably be considered indecent, obscene, pornographic, or illegal.
- Not engage in any activity that is outside the scope of normal work related duties.
- Not send chain-letters of joke e-mails
- Personal use of the Council's e-mail is NOT permitted without the prior permission of your line manager and should be restricted to the employees break periods if permitted.

11. Use of the Internet

Use of the internet by employees is encouraged where such use is consistent with their work and with the goals and objectives of the Council in mind reasonable personal use is permissible, but this is to be restricted to break periods.

Employees **must not**:-

- Participate in any on-line activity that would bring the Council into disrepute.
- Visit, view, or download any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography (including child pornography) obscene matter, race hate material, gambling, and illegal drugs.
- Knowingly introduce any form of computer virus into the Council's computer network
- Download commercial software or any copyright material belonging to third parties unless agreed.
- Use the internet for personal financial gain.
- Use gambling or on-line auction sites or social networking sites, unless it is for the purpose of carrying out their duties, such as Facebook/Twitter for marketing.
- Abuse of these procedures could lead to disciplinary action being taken.

12. Cyber Security

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

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

Additional Information

National Cyber Security Centre: Toolkit for Public Bodies:

~~V5 10.05.18 DRAFT UPDATE JUNE 2023~~

V6 14.03.24 DRAFT UPDATE

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

DRAFT

[ENTER COUNCIL NAME] INFORMATION TECHNOLOGY POLICY GUIDELINES

Each council will have their own IT provision and a 'fit-for-all' policy is not possible. Some small Parish councils will have minimal equipment whilst others may have multiple devices linked to a server. These guidelines are designed to help councils consider some of the factors that may need to go into a policy. Those councils with external IT providers should ensure any policy reflects the current practice.

The purpose of an IT policy is to set out the parameters on how council staff should use the technology that you provide them with in order to do their job.

A clear policy will also help to raise awareness of the risks associated with using IT and can protect the council from loss of data. Councils will need to take a view on whether staff are permitted to use IT equipment for personal use (i.e. accessing webmail or online shopping at lunchtimes). The policy needs to clarify acceptable and non-acceptable use and what will happen if the policy is breached.

As an employer you have the right to monitor work use of IT equipment provided you have a legitimate reason and that you tell staff that you might do this.

When drafting your IT Policy, use the following questions/points to guide the areas to cover:

1. Who does the policy apply to?
2. What communications and IT equipment does the policy cover? For example, computers, internet access, remote access connections, email servers, file storage, webmail, smart phones, telephones, website, mobile phones etc.
3. Who is responsible for monitoring and reviewing the policy? Ideally there should be one individual with overall responsibility. This person should help staff understand the policy and enforce it.
4. Related policies – what other policies do you have which set out standards of behaviour that apply equally to online behaviour? Examples may include Disciplinary Rules, Data Protection Policy, Equality and Diversity Policy etc.
5. Monitoring – Do you monitor how staff use the internet, email or work telephones? Employers are able to do so in particular circumstances although this would need to be properly communicated in the policy. If you have CCTV then you will need a separate policy to explain how you store and use the records. If you allow staff to use equipment for personal use, staff should be made aware that you may still monitor usage.
6. Passwords – What are your rules around passwords and accessing IT systems? Can they be disclosed? If so, to whom? What happens if you need to access another

- employees' computer system (for example if they are off sick)? Do you transmit confidential or personal sensitive information and if so, what are your password protection protocols? What length and form must passwords be? What should an employee do if they think someone else knows their password? If password protected documents are emailed, how should the password be notified?
7. Computer usage – clarify that computers should be shut down at the end of every day. Should employees log out of their systems when they move away from their desks? Should documents be saved in a location accessible for back up? What precautions are needed for areas with public access?
 8. Do you allow individuals to bring in their own IT equipment and use then for work purposes? If you do, are there restrictions or specific requirements?
 9. Data Protection – ensure you reference the requirements when processing personal data in accordance with the six data protection principles. Your policy should explain your rules on collecting, storing, retaining, using disclosing and disposing of personal information. It should also set out how the council protects data and prevents unauthorised or unlawful processing or disclosure.
 10. Mobile phone texting – is this appropriate for work issues? Who to (members of the public, suppliers, LA's etc)? Should abbreviations be avoided? Text messages from the council are treated in the same way as emails, for example they must not contain illegal or discriminatory content.
 11. Email: What rules do you need to consider with regard to email communication? Email is sometimes seen as a casual way to communicate and this may present a reputational risk. Clear rules on email may also prevent staff from inadvertently entering into an agreement with a supplier.
 12. Internet – what can the internet at work be used for and what can't it be used for? Is a firewall in place? What does this mean for staff? What limits are there on accessing chat rooms, messaging services, blogs etc from work IT and communication systems?
 13. Software – what rules and controls are in place for downloading software onto work machines.
 14. Training – consider including a few words on what training and support exists for staff with regards to information security. For example, do you train staff as part of their induction on the risks of email security?
 15. Misuse – be clear that misuse of IT facilities can potentially result in disciplinary proceedings. What constitutes misuse? Examples could include not adhering to the policy; attempting to discover a user's password; using the computer systems to act abusively; attempting to circumvent the network's security; knowingly running and installing programmes intended to damage the computer systems; deliberately wasting computer resources; leaving laptops unattended in a public place etc.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	25th January 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	Item 20 Document Retention Policy Review		
Background	<p>The current Document Retention Policy requires a review as it was last approved by Council in 2008, the Policy can be found here: DOCUMENTS RETENTION POLICY (congleton-tc.gov.uk)</p> <p>See Appendix 20.1 for Draft Updates.</p>		
Updates	<p>In general the retention dates in the current policy are correct according to 2024 requirements and good practice. The table been given an overhaul:</p> <ul style="list-style-type: none">• Sections created.• Introduction section has been added.• See notes on Burial Grounds, Planning Section and Election/Councillor section for items removed. <p>Information and Dates have been checked with current legislation, such as HMRC,(VAT, Payroll records) NALC/CHALC guidelines, Records Management of Great Britain Guidelines and our HR advisor Comparisons also made to other Town Council policies for guidance and notes.</p> <p>The Town Council communities' team is in discussions with the Cheshire Archives about storing copies of Congleton Town Council documents in its new Cheshire East Heritage and Archive centre being built in Crewe. When the Town Council has finished with the documents the following will be sent to the Archives for permanent storage both electronically and paper.</p> <ul style="list-style-type: none">• Minute books of Council and Committee meetings - after 7 years• Agenda and reports -archive after 7 years• Corporate business plans, annual reports, asset register• Publicised work of the Council (newsletter, town guides) – these should be sent to the archives for the local studies on publication.• Civic and Royal Events – records of - permanent archive after administrative use• Making of local byelaws, copies and procedures <p>An example of the types of information that the Archive is prepared to accept can be seen in Appendix 20.2</p>		

Financial	No requirements/implications for this decision. This policy, when implemented properly, could save the Council money in document online and physical storage.
Environmental	No implications for this decision. A thought-out and followed document retention policy will save the amount of information stored in the cloud and reduce unnecessary paper in the office.
Equality and Diversity	No implications The policies take into account guidance on equality and diversity for access to information.
Decision Request	To approve the updated Document Retention Policy and recommend to Council for approval and adoption into the Constitution.

CONGLETON TOWN COUNCIL

DOCUMENTS RETENTION POLICY

Introduction

Congleton Town Council (CTC) is obliged to maintain and retain documentation for a number of purposes, including audit, tax liabilities and in the event of legal disputes and proceedings. Subject to those reasons, papers and records may be destroyed if they are no longer of use or relevance. Both the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA) require public bodies to manage information and its access in particular ways. ¹

Strategic Approach to Record Management

CTC's policy on record management will enable the Council to:

- Comply with the relevant legislation and codes of practice.*
- Create authentic, reliable and useable records.*
- Support the Council's business functions, including asset management.*
- Document the Council's decisions and activities.*
- Reduce storage costs.*
- Facilitate a paperless office where possible.*
- Enable the efficient and accurate retrieval of information.*
- Dispose correctly of records no longer required.*

The Chief Officer will be responsible for record management.

Staff Responsibility

All staff are obliged to:

- Keep accurate records in an organised and accessible form.*
- Keep records for as long as necessary.*
- Document actions and decisions in records*
- Document reasons for the disposal of records*
- Ensure all records created by the Town Council are relevant, complete and accurate, without any unsubstantiated or subjective commentary, and protected against unauthorised addition, deletion, alteration, use or concealment*

Periods of Retention

- The minimum periods for which various types of records must be kept are set out in*
- the Retention Schedule at Annex A. These reflect statutory requirements, codes of*
- practice and recommendations published by professional and other bodies. In the*

- *absence of any guidance, it will be the responsibility of the Chief Officer to determine a suitable retention period.*
- *At the end of the retention period, the record must be assessed to determine whether it should be retained for a further period. This is particularly relevant where the record has been the subject of a request for access to information under the GDPR or the FOIA. This is the case even where access to information has been refused, as the record should be retained until the end of the period in which an appeal can be lodged or the appeals procedure exhausted.*

Record disposal.

Records designated for disposal must be securely disposed of to preserve confidentiality. No record is to be disposed of without the approval of the Chief Officer, reasons must be given for disposal, and a note made of which records are destroyed with their date of destruction.

In order to preserve items that may be of historical significance or of interest to future historians' items marked permanent archive will be sent to the new Cheshire Archives and Local Studies centre being built in Crewe. They will keep both electronic and paper archived materials for Congleton Town Council in line with their Parish Council Draft Archive document.

*NB Items marked with * or LTN40 are in accordance with NALC guidelines.*

DOCUMENT	MINIMUM PERIOD OF RETENTION	REASON/ACT/GOVERNANCE/ DECISION WHEN TO DESTROY/ ARCHIVE
<u>COUNCIL</u>		
Record of disposal records	Destroy after 12 years	Common practice
Minute Books-Council & Committee/ Sub-committee	Permanent archive after administrative use (7 years)	Archive/Public Inspection LTN40
Council/committee meetings notices, Agendas, reports & documents	Permanent archive after administrative use (7 years)	Local decision
Working party agendas, reports	Permanent archive after administrative use (7 years)	Local decision
Minute taking notes	Destroy after minutes approved	Local decision
Corporate plans, Strategies, policies Business plans, annual reports, asset register	Permanent archive after superseded	Common practice
<u>CORPORATE/LEGAL</u>		
Agreements between organisations & Partners	Destroy 6 years after expiry	Common practice
Quotations and tenders	12 years	Limitation Act 1980
Contracts & Tendering-all documents	Destroy 6 years after last Action except contract under seal (12 years)	Part statutory Limitation Act 1980
Building contracts	Life of building + 15 years Permanent archive	Statutory- Building & Safety Act
Health & Safety	Destroy 15 years after last Action 40 years for asbestos	Common practice COSHH
Statutory returns to Government etc.	7 years	Common practice
Operating procedures	2 years after superseded	Local choice
Consultations of public & staff	Destroy after 5 years from Closure	Common practice
Record of complaints against Council	Destroy after 6 years	Common practice
Freedom of information- Reviewing the quality, efficiency, or performance of the Council	Destroy after 5 years	Common practice
Publicised work of the Council	One copy to Permanent Archive Destroy after administrative Use	Common practice
Media Relations-records of	Destroy after 3 years	Common practice

interactions		
Marketing & promotions literature	Destroy after 6 years	Local choice
Civic & Royal events-records of	Permanent Archive after administration use Concluded	Common practice
Organising documents	Destroy after 7 years	Common practice
Insurance policies	While valid & Permanent Archive	Management and legal proceedings*
Claims	* As long as it is possible for A claim to be made under It.	Limitation Act 1980
Insurance certificates/Employers' Liability Certificates	Indefinite Archive after 6 years	Management
Certificates for insurance against Liability for employers*	Indefinite* Permanent Archive after 6 years	Future Claims*
Title deeds, leases, agreements, contracts	Indefinite Permanent Archive after 6 years	Audit, Management
For Allotments - register and plans	Indefinite	Audit, Management*
For Burial Grounds - Register of fees collected - Register of burials - Register of purchased graves - Register/plan of grave spaces - Register of memorials - Applications for interment - Applications for right to erect memorials - Disposal certificates - Copy certificates of grant of exclusive right of burial	Indefinite	Archives Cemeteries-Orders Cremations-Regulations
NB: REMOVED AS NOT APPLICABLE TO CTC		
<u>PLANNING</u>		
Planning lists, plans & observations	Destroy after 2 years	Local choice
Statutory Development Plans	Destroy 5 years after -Expiry or when draft -Superseded	Local choice
Observations	Same	
Consultations on statutory functions e.g. Licensing, Highways	Destroy after 3 years	Local choice
Making local byelaws, copies	Permanent archive after	Common practice

& procedures	Administrative use ended	
Administration & enforcement of Local byelaws	Destroy 2 years after conclusion of action	Common practice
Emergency planning & environmental issues	Destroy 7 years after Administration concluded	Common practice
NB REMOVED AS OUR COMMENTS ARE NOTED IN MINUTES AND ONLINE PLANNING LISTS		
<u>ELECTIONS/COUNCILLORS</u>		
Elections- Register & associated lists	Destroy after 4 years	Local choice (permanent record With Borough)
Lists of candidates	Destroy after 4 years	Local choice (permanent record With Borough)
Election results	Permanent	Local choice (permanent record With Borough)
Member contact details	As long as they are a member of the Council. Keep with permission for Future contact on data base	Common practice Data Protection
Representation- list of members representing the Council on outside bodies	4 years	Local choice
Political party papers	3 years	Common practice
NB REMOVED AS WE DO NOT KEEP PAPERS OR PAY ALLOWANCES		
Register/file of Members allowances	6 years	Income Tax Limitation Act 1980 LTN40
<u>ACCOUNTING RECORDS</u>		
Accounting Records in general	6 Years from the date they are made	Common Practice for Accounting Records (HMRC: VAT 700/21)
Annual Governance Accountability Report	CTC to permanent archive AGAR and supporting documents	Accounts & Audit Regulations 2015 Must remain available for public access for minimum of 5 years.
Accounts & Audits	Permanent archive after Administrative use Concluded	Common practice
Associated documents	Destroy after Administrative use	
Scales of Fees and Charges	*6 years	Common Practice for Accounting Records

		(HMRC: VAT 700/21)
Receipt and payment(s) accounts (CTC use Income and Expenditure Accounting)	Indefinite *Permanent archive	Archive
Receipt books of all kinds	*6 years	Common Practice for Accounting Records (HMRC: VAT 700/21)
Investments	*Indefinite	Audit, Management
Loans	Destroy 7 years after loan Repaid	Common practice
Bank statements, including deposit/savings accounts	Last completed audit year According to LTN40 CTC to keep 6 years	Audit Common Practice for Accounting Records (HMRC: VAT 700/21)
Bank paying-in books	Last completed audit year According to LTN40 CTC to keep 6 years	Audit Common Practice for Accounting Records (HMRC: VAT 700/21)
Cheque book stubs/Paid Checks	Last completed audit year According to LTN40 CTC to keep 6 years	Audit Common Practice for Accounting Records (HMRC: VAT 700/21)
Paid invoices	*6 years	Common Practice for Accounting Records (HMRC: VAT 700/21)
VAT records	*6 years (20 years for VAT on rents)	Common Practice for Accounting Records (HMRC: VAT 700/21)
Budget & Estimates/Management	6 years then permanent Archive	Common Practice Records Management
Working Papers	6 years	2 years recommended, CTC to Keep for 6 in line with common practice
Accounts & Audits	Permanent archive after Administrative use is	Common practice

Associated documents	concluded Destroy after Administrative use	
Petty cash, postage and telephone books	*6 years	Common Practice for Accounting Records (HMRC: VAT 700/21)
For Halls, Centres, Recreation Grounds - applications to hire - lettings diaries - copies of bills to hirers - record of tickets issued	6 years	Common Practice for Accounting Records (HMRC: VAT 700/21)
PERSONNEL AND PAYROLL RECORDS		
Timesheets	*Last completed audit year Recommended by LTN40 6 years CTC	Audit(requirement) * and personal injury (best Practice) Common Practice
Salaries and wages documents, Inland Revenues(tax & NI) (Wages books)	*12 years	Superannuation
Personnel administration	Destroy 5 years after person leaves Authority (except staff working with children-25 years)	Local choice & statutory
Recruitment & interview documents	1 Year	Equal opportunities claims
Staff team briefs	3 years	Common practice
Statutory returns to Government etc.	7 years	Common practice
Next of Kin information	Termination of employment	Confidential

The UK Limitation Act 1980 contains a 3-12 year time limit for starting many legal proceedings, dependant on the area. So where documents may be relevant to a contractual claim, it's recommended that these are kept for at least a corresponding 6-year period, see below table.

Category	Limitation Period
Negligence (and other torts except personal injury)	6 years
Personal injury	3 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
To recover land	12 years
Rent	6 years
Breach of trust	None

DRAFT SCHEME FOR "PC" SERIES OF PARISH COUNCIL RECORDS

- | | |
|--|---|
| 1. CLERK: COUNCIL AND COMMITTEE | 6. TREASURER |
| 1/1 Council Minutes and Proceedings | 6/1 Ledgers |
| 1/2 Committee Minutes and Proceedings | 6/2 Financial Statements and Accounts |
| 1/3 Reports to Committees | 6/3 Mortgages and Loan Accounts |
| 1/4 Committee Papers | 6/4 Housing Accounts |
| 1/5 Standing Orders | 6/5 Employees and Wages |
| 1/6 Declarations | 6/6 Correspondence and Papers |
| 1/7 Elections | |
| 2. CLERK: ADMINISTRATION | 7. RATING OFFICER |
| 2/1 Official Guides | 7/1 Valuation Lists |
| 2/2 Commemoration | 7/2 Valuation Summaries |
| 2/3 Local Government Reorganisation | 7/3 Rate Books |
| 2/4 Inquiries | 7/4 Rate Collection |
| 2/5 Correspondence and Papers | 7/5 Correspondence and Papers |
| 3. CLERK: LEGAL AND PROPERTY | 8. CEMETERIES AND BURIAL GROUNDS |
| 3/1 Property | |
| 3/2 Contracts and Agreements | 9. TOWNSHIP RECORDS |
| 3/3 Land Charges | 9/1 Town Books and Vestry Minutes |
| 4. CLERK: BYELAWS | 9/2 Overseers |
| 4/1 Byelaws | 9/3 Church Rates |
| | 9/4 Constables |
| | 9/5 Surveyor of Highways |
| | 9/6 Maps and Surveys |
| | 9/7 Censuses |
| 5. CLERK: WARTIME RECORDS | 9/8 Papers and Correspondence |
| 5/1 Air Raid Precautions | |
| 5/2 Fire Services | 10. RELATED ORGANISATIONS |
| 5/3 Medical Services | |
| 5/4 Casualties | |
| 5/5 Evacuation Schemes | |
| 5/6 Military Tribunals | |
| 5/7 Correspondence and Papers | |

Sections 1 to 7 correspond to the same sections in the LR and LU series.

Section 8 is the same as item 11 in the LR and LU series.

Sections 9 and 10 correspond to sections 4 and 6 in the P series.



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

COMMUNITY INFRASTRUCTURE LEVY MONITORING REPORT 2023-2024

This report is published in accordance with Regulation 62a of the Community Infrastructure Levy 2010 (as amended by the Community Infrastructure Levy (Amendment) Regulation 2013) and covers the financial year from 1st April 2023 to 31st March 2024.

CIL RECEIPTS

Development Reference	CIL Received
Received 14 th June 2022	£7,324.91
Received January 2023	£9,252.56
Received November 2023	£4,802.52
Total Receipts to 2023-2024	£21,379.99

CIL EXPENDITURE

Project	CIL Expenditure
	£0

CIL RESERVE BALANCES

Details	Amount
Brought forward at 1 st April 2023	£16,577.47
Expected movement to reserve on 31 st March 2024	£4,802.52
Balance of CIL Funds EMR	£21,379.99



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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	14th March 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O		
AGENDA ITEM REPORT TITLE	Item 22 Appointment of Accountant and Internal Auditor		
Background	<p>The Town Council is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes”. The Council complied with the requirements in terms of independence from the Council decision-making process by appointing Auditing Solutions Ltd to provide this function to the Council.</p> <p>As the Council’s Internal Auditor, the Internal Auditor has a duty to complete the internal audit report in the Council’s Annual Return, which covers the basic financial systems, activities, operating procedures and requires assurances in separate areas as shown below. After each audit a report of findings is generated, the interim audit reports are presented to Finance and Policy Committee and the Final Report is presented to Finance and Policy Committee and Council.</p> <p>In addition to the requirements above, The Council also publishes the unaudited Financial Statements which are produced by the external in the FRSE format (Financial Reporting Standards for Smaller Enterprises) to show the Town Council’s accounts in a similar format to a small business.</p>		
Update	<p>Accountants</p> <p>Our current Accountants are DCK Accounting Solutions Ltd, they have been in place for over 10 years. DCK Accounting Solutions advises the National Association of Local Councils – NALC. They are well established and remaining with Accounting Solutions would provide continued continuity with the accounting and year-end procedures, and in-year support.</p> <p>Internal Auditor</p> <p>The current internal audit is provided by Auditing Solutions Ltd. They are a well-established company with extensive experience with Town</p>		

	<p>and Parish Councils. They audit the Council's financial and other internal control systems and financial records up to four times per year and have provided good advice. Historically our external audit has been consistently good which demonstrates that the guidance and support being provided by the Internal auditor is sound. Remaining with Accounting Solutions would provide continued continuity with the audit procedure to Congleton Town Council.</p> <p>Officer recommends that the Committee approve retaining both companies for the financial year 2024-2025.</p>
Financial	<p>The approved budget for Accounting and Payroll Services is £5,300 of which the Accounting costs are included.</p> <p>The approved Budget for Internal Audit is £1,900.</p>
Environmental	No implications for this decision.
Equality and Diversity	No implications for this decision.
Decision Request	To approve the services of both DCK Accounting Solutions and Auditing Solutions Ltd for the financial year 2024-2025.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	14 th March 2024 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford (Chief Officer) and Serena Van Schepdael (Responsible Financial Officer)		
AGENDA ITEM REPORT TITLE	23 Annual Review of the Business Risk Assessment		
Background	<p>Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts and Audit regulations 2015:</p> <p><i>“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk”.</i></p> <p>Congleton Town Council acknowledges that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities, and community against potential losses. The Council is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focused approach to managing any risks.</p> <p>Congleton Town Council currently adheres to the guidance given by JPAG (Joint panel on Accountability and Governance) in their publication “Governance and Accountability for Smaller Authorities in England” Section 5 for the layout of the Business Risk Assessment. Behind this sits detailed risk assessments for all Streetscape activities, Town Hall activities, Information Centre, Paddling Pool, and events in the town centre.</p>		
Updates	<p>The management team has updated the Business Risk Assessment in its current form for 2024-2025.</p> <p>There have been no updates to the Risk Assessment or to the scores, but a matrix system has now been included and a column added to show the risk based on our scoring system:</p> <p>Risk Matrix: Low (1-2) Green Medium (3-4) Orange High (6-9)Red</p>		
Decision Requested	To approve the Business Risk Assessment for 2024-2025 and to recommend to Council for Approval.		

Business Risk Assessment 2024/25 DRAFT

[Risk Matrix: Low (1-2) Medium (3-5) High (6-9)]

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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ASSETS and SERVICES		Likelihood	Impact	Score	Risk Rating	Management/control of Risk	Review/Action	
1a	Security of Town Hall Building	Theft Maintenance Staff Safety Third person use	1	2	2	Low	Building property insured and reviewed annually. Alarm systems with automatic response for Town Hall. Low crime rate in Congleton. Weekly fire alarm checks and annual servicing. Record all incident Third parties sign a contract re liabilities. CCTV installed throughout the building	Weekly checks of property and actions taken to correct maintenance. CCTV Policy checked annually
1b	Security of Town Treasures	Theft, damage	1	3	3	Med	Treasures locked in the safe. Keys held by CO and current Mayor. CCTV installed to view door of safe. Responsible person with treasures at all times if used for ceremonial or public viewing. Town Treasures signed in and out if taken out of the building (date and name of person taking)	Regular checks need by Town Hall Manager /CO
1c	Maintenance of Town Hall, Museum	Not adequate budget for grade 2 building H&S – antisocial behaviour	1	3	3	Med	Ensure budget set for maintenance through Town Hall and Asset Committee and Council. Town Hall Manager to inspect property on regular basis for maintenance issues	Monitor budgets
1d	Town Hall Car parking area	H&S – vehicles and people	1	3	3	Med	Lighting, CCTV and appropriate signage and general maintenance	Regular checks by Town Hall Manager.

Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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1e	Paddling Pool	Health and Safety Risk to workers, public and users Theft and damage to pump room and area. Storage of Chemicals	1	3	3	Med	Staff trained and Paddling Pool supervised when open. Detailed Method of Operating Procedures used by staff. COSH Sheets and written procedures in place Detailed lock up procedures. Secure and Improved storage and knowledge of chemicals in place. Insurance and Public Liability in place. Maximum number policy added for busy periods which has been implemented during hot weather since summer 2018. A booking system in place to ensure attendees do not go over maximum capacity.	Check procedures annually, make sure staff training is up to date.
1f	Paddling Pool	Finance: Increase in costs will have an impact in Precept or other areas of the Council	2	2	4	Med	Reviewing operating hours and ability to charge for entry.	
1g	Hillary Avenue Allotments –CTC owns the land	H&S of users Safety of site	1	2	2	Low	Work closely with the Allotment Association who manage the allotments on a day-to-day basis. Regular Site inspection. CTC public liability insurance	Review contract and working arrangement
1h	Cenotaph Memorial Sgt Eardley statue	Vandalism, damage, deterioration	1	2	2	Med	Regular checks of site for vandalism and damage included on our asset register for insurance. Within range of Town CCTV.	Part of Streetscape checks

Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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	Treo memorial and Our Elizabeth statue						Annual waxing of statues and a maintenance plan in existence for stone.	
1i	Community Garden	H&S of users	1	2	2	Low	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance. Regular volunteers working on site have signed the volunteer register. Volunteer policy updated 2019.	Part of Streetscape checks
1j	Community Polytunnel	H&S of users Theft/vandal	1	1	1	Low	Regular of inspection of site. Extra checks when used. Nothing of value kept here. CTC insurance	Part of Streetscape checks
1k	Christmas Lights	Theft. Safety of use	1	1	1	Low	Insured through Town Council and stored securely. Use of professional operator to check, service, install and remove lights. Anchor points checked, tested and certified on rotation as best practice	Three-year contract with trained equipped and licenced contractor in place for installation, maintenance and storage. Currently in year three
1l	Streetscape Services - Operations	Health and Safety risk to workers, public and contractors Contract changes	1	3	3	Med	Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes	Streetscape Manager to check risk assessments and training annually.
1m	Events in the Town Hall	Health and Safety risks to workers, volunteers, contractors and public. Risk to Town Council and	1	3	3	Med	Often organised by third parties. Commercial partner assumes responsibility for event. Organisers asked for Risk Assessment and Public Liability. Catering through Commercial Partner. Bar services must be through Town Hall DPS	Maintain existing procedures, and to be reviewed during 2022-23 once future arrangements decided.

Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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		Town Hall reputation					SIA door staff used when evening party event involving alcohol. Bookings are not accepted for 18 th birthday parties.	
1n	Town Council led events.	Health and Safety risks to workers, volunteers, contractors and public . Risk to Town Council reputation	1	3	3	Med	Public liability put in place for events All documentation from third parties checked. Volunteer policy updated All major events are sent to CEC Event Safety Advisory Group for clearance. All contractors RAMS checked.	Maintain existing procedures and ensure new staff are trained.
1o	Licences	Financial penalty/liabilities for not having correct licences	1	2	2	Low	All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually Premises Licence held for Town Hall and Town Centre Small Lotteries Licence renewed annually Marriage/Wedding Licence renewal every three years	Maintain existing procedures
2	Finance and Contracts							
2a	Banking	Failure of Bank	1	3	3	Med	Funds located in 3 separate banks Policies in place in Financial regulations	RFO continual monitoring
2b	Investments	Level of investment	1	1	1	Low	Investment policy in place Investment Policy updated annually	RFO and Council to review annually or potentially sooner if negative interest rates.

Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required	
2c	Precept	Precept sum inadequate Late Payment from local authority	1	1	1	Low	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually
2d	Financial controls and records		2	2	4	Med	RFO to undergo CPD training when available. Financial Regulations reviewed annually. Internal and External audits and regular Finance and Policy Committee Meetings	Maintain existing procedures and provide training to new RFO
2e	Petty Cash	Payments not accounted for	1	1	1	Low	All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations. Petty cash is verified twice yearly.	Maintain existing procedures
2f	Cash	Loss through theft or dishonesty	1	1	1	Low	Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich. . Cash handling policy in place.	Maintain existing procedures
2g	Bank Reconciliations	Inadequate Checks Bank Errors	1	1	1	Low	Bank reconciliations completed monthly and verified by a member of Finance and Policy committee. Checked via Internal Audits and reported to every Finance and Policy Committee	Maintain existing procedures
2h	Budgetary Process	Inadequate budget preparation leading to inability to fulfil obligations	1	2	2	Med	Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and External audits in place and follow financial regulations.	Maintain existing procedures

Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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2i	Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	1	2	2	Med	All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations. List of payments presented to Finance Committee. Clear audit trail of all expenditure and checked via Internal Audit.	Maintain existing procedures
2j	Approval of Expenditure	Unauthorised purchase Fraud	1	2	2	Med	All payment orders authorised by Council as per Financial Regulations. Financial Regulations in place for procedures of purchasing.	Maintaining existing procedures
2k	Cheque Books	Loss of Cheques Fraudulent use	1	3	3	Med	All cheque books are kept locked in the office. Summary list of books are kept and signed when one book finished and new one issued. All cheques double signed by 2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	Maintaining existing procedures , payments are made by BACS where possible
2K(i)	BACs payments	Payment to wrong supplier	1	1	1	Low	Finance Officer produces bank schedule and emails to 2 signatories and inputs to bank. RFO authorises bank payment whilst also double checking bank details and amounts.	Maintain existing procedures
2l	Credit Card	Loss of Card Fraudulent use	1	1	1	Low	Credit card kept double locked in Council office. Usage set out in the financial regulations. Current credit limit £3000. Financial Regulations followed for all purchases.	Maintaining existing procedures

Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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2m	Salaries	Incorrect payments to staff	1	2	2	Low	Use external professional team Mitten Clarke to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient trained staff in place to undertake the task. RFO double checks sheet prior to processing.	Maintaining existing procedures
2n	Annual Return	Not submitted on time Incorrectly completed	1	3	3	Med	RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required. RFO to produce an annual timetable to highlight deadline dates.	Maintaining existing procedures
2o	Streetscape Contract	Reduction of revenue through Service Level Agreement. CEBC or third-party take-over	2	2	4	Med	Keeping standards high. Examination and review of agreed contract 2021. Exploring additional external contracts. Look to align any third-party hire contracts with Service Level Agreement. Review of operating procedures	Review by Chief Officer and Streetscape Manager Record Risk of longer-term contract
2p	Catering / events support for Town Hall	New Commercial Partner appointment April 2022	2	2	4	Med	Weekly operational meeting take place for booking requirements. Monthly Management meetings take place for Financial, Marketing and any issues	Review after initial 12 months Reports back into THAS

Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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2q	Town Hall Room Bookings	Linked to 2p – future use of the Town Hall	2	2	4	Med		To be reviewed in line with outcome 2p.
2r	Congleton Information Centre	Staff, customers, financial risk.	1	2	2	Med	Front line staff who take cash – banking procedures in place and safe on site. Doors locked before cashing up takes place. Weekend workers never in the building alone. Cash handling policy in place. Third party ticket sales – contracts in place making clear no liabilities to CTC Financial regs for purchasing goods in advance of sales	Ensure all policies in place and understood by all staff in the CIC Ensure contracts are in place for new ticket suppliers.
2s	New Suppliers	VAT & Bank accounts/Payments fraud	2	2	4	Med	Full checks on all new suppliers takes place including VAT number check, Companies House check, and bank account check. All confirmation required on letterhead paper separate to invoice received.	New supplier form has been introduced which included checklist of online checks required.
3	Legal Liabilities							
3a	Ensuring the Council Acts within its legal powers	Ultra Vires Acts incurring financial liability	1	2	2	Low	Chief Officer and one members of staff CiLCA qualified. Use of manuals, advice from NALC and SLCC.	Maintaining existing procedures At least one other member of staff to take CiLCA qualification
3b	Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	1	3	3	Med	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by	Maintaining existing procedures Update Asset Register annually Review overall valuation of the

Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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		Areas not covered. Policy lapsed.					Council. Annual update of asset values and checks of contracts and policies.	Town Hall being the Town Council's key Asset
3c	Compliance with Inland Revenue Requirements	Payments missed. Year-end returns inaccurate or submitted late.	1	3	3	Med	Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.	Maintaining existing procedures
3d	Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault	1	3	3	Med	Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Regular contact with streetscape staff and Lone Workers.	Risk Assessments reviewed by managers at least annually.
3e	Legal Liability as a consequence of Asset ownership	Injury caused through fault with asset or incorrect training in operation.	1	3	3	Med	Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually or as needed. Appropriate training given.	Under constant review
3f	Computer Records	Reliability of system. Loss of data through system error or theft.	1	3	3	Med	Office 365 now used with replacement server within the Cloud. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus software and Firewall. Confidential files password protected	Maintaining existing procedures
3g	Paper records	Storage of ancient documents	1	1	1	Low	Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.	

Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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		Retaining documents appropriately						
3h	Tendering Process	Procedures not followed for significant contracts. Best value not achieved. Fraud.	1	3	3	Med	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer.	Maintaining existing procedures
3i	Register of Members Interests	Not maintained in accordance with Code of Practice	1	2	2	Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Written declarations of interests submitted to the office by councillors.	Maintaining existing procedures
3j	Proper Document Control	Documents unaccounted for. No proof of documents received.	1	1	1	Low	Filing system established and updated. Data Protection Act and GDPR requirements in place. Document retention policy in place. Councillors' mail available for collection	Maintaining existing procedures
3k	GDPR	Failure to safeguard personal information. Misuse of information lead to break of regulations	1	3	3	Med	Firewall and IT security regularly updated. Database audit checked annually. Data protection and privacy policy published. ICO registration checked and paid annually. All data collection sheets state purpose and how stored and used.	Maintain existing procedures

Business Risk Assessment 2024/25 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Score	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required	
3l	Climate Change Emergency	Failure to reduce carbon impact from services and activities and to meet mitigation measures to meet Climate Change Emergency	2	2	4	Med	Green Working Group for the town council which monitors carbon footprint, and plans to reduce the Carbon Footprint.	Consider Environmental impact on all services and activities.
4	ICT and Cyber Security							
4a	Cyber Security	Examples of Cyber Security are: Theft of sensitive or regulated information, hardware damage and subsequent loss, Malware and viruses.	2	3	6	High	CTC hold an ICT Policy which includes virus controls. ICT service are provided by a local company, who back up/scan and monitor our ICT system daily/weekly. The account packages are back up daily and once weekly saved to a separate area.	All the Councils PC's, Laptops and files are protected by out ICT providers. PC's and servers are backed up by the ICT provider on a daily basis. Keep ICT Policy updated Officers to arrange for staff to attend training and awareness courses.