

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 14th March 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 – 14th March 2024](#)

PRESENT Committee members: Cllr R Douglas- Chair
Cllr C Booth – Vice Chair
Cllr S Akers Smith
Cllr R Brittain
Cllr H Pearce
Cllr L Wardlaw
Cllr R Walton

Ex- Officio Cllr R Moreton -Mayor
Cllr K Wesley -Deputy Mayor

Non-Committee Members None

Also present:
Congleton Town Council Officers David McGifford- Chief Officer
Serena Van Schepdael - RFO

1. Apologies for absence

Apologies were received from Cllr M Edwardson.

2. Minutes of Previous Meetings

FAP/41/2324 RESOLVED To note and approve the minutes of the Finance and Policy Committee held on 25th January 2024.

3. Declarations of Interest

Cllrs Moreton and Wardlaw declared an interest in any matters relating to CEC.

4. Outstanding Actions

4.1 ICT Policy was reviewed on Item 19.

5. Questions from Members of the Public

There were none.

6. Presentations to the committee

There were none.

7. Urgent Items

None raised.

8. Minutes of Working Groups

There were none.

9. Committee Items Relating to Working Groups

There were none.

10. Grant Approvals and Commitments

FAP/42/2324 RESOLVED To receive a statement showing the current position as at 29th February 2024.

11. New Applications for Financial Assistance

FAP/43/2324 RESOLVED to award:

11.1- Congleton Pride GR22– Application withdrawn by Applicant.

11.2- The Green Tree House GR23- £1,000

11.3- Marton and District CofE Primary School Parent Teacher Association – GR24- £1,000

11.4- Sol Theatre School GR25 - £730

11.5- Our Gang – Congleton Scout & Guide Gang Show GR26 - £800

11.6- Mossley Toddler Group GR27- £240

12. New Grant Activities Monitoring Forms

FAP/44/2324 RESOLVED to receive the grant monitoring forms:

12.1- Congleton Museum

12.2- Congleton Pride

13. Management Accounts including Budget Update

FAP/45/2324 RESOLVED to receive the management accounts to 31st January 2024.

14. Bank Reconciliation

FAP/46/2324 RESOLVED to receive and consider the bank reconciliation as at 31st January 2024.

15. Savings Account Balances

FAP/47/2324 RESOLVED to receive the Savings Account balances as at 31st January 2024.

16. List of Payments

FAP/48/2324 RESOLVED to receive and approve the List of payments from 1st November 2023 to 31st January 2024.

17. Internal Audit Report

FAP/49/2324 RESOLVED to receive the Second Interim Internal Audit Report.

18. Petty Cash Verification

FAP/50/2324 RESOLVED to note the Petty Cash verification by Internal Auditor on 31st January 2024.

19. ICT Policy Review

FAP/51/2324 RESOLVED to approve the Draft ICT Policy and recommended to Council for approval and adoption into the Constitution.

20. Document Retention Policy

FAP/52/2324 RESOLVED to approve the Draft Document Retention Policy and recommended to Council for approval and adoption into the Constitution.

21. CIL Report

FAP/53/2324 RESOLVED to receive the CIL report.

22. Internal Auditor & Accountant appointments

FAP/54/2324 RESOLVED 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

FAP/55/2324 RESOLVED which the below addition to approve the Business Risk Assessment 2024-2025 and to recommended to Council for Approval.

Addition: Add Staff and Councillor training to Section 4 under Management/Control of risk.

**Meeting closed at 8.05pm
Cllr Robert Douglas
(Chair)**

Management Accounts

Cornwall Town Council
Management Accounts 2023-24

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Month 10

Percentage 83.3%

Finance and Policy Committee

	ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	E VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED	
101	Corp Management							
	Staff Costs (re-allocated)	204,445	170,371	172,074	-1703	101.00%	84.2%	0.87%
	Travel	500	417	0	417	0.00%	0.0%	-83.30%
	Training / Conferences	3,000	2,500	1,788	712	71.52%	59.6%	-23.70%
	Rent Payable	17,017	14,181	14,181	0	100.00%	83.3%	0.03%
	Miscellaneous Office Costs	2,500	2,083	1,501	582	72.05%	60.0%	-23.26%
	Telephone/Fax/Internet	2,620	2,183	2,157	26	98.79%	82.3%	-0.97%
	Postage	2,000	1,667	212	1455	12.72%	10.6%	-72.70%
	Stationery & Printing	3,100	2,583	2,238	345	86.63%	72.2%	-11.11%
	Subscriptions & Publications	4,750	3,958	5,036	-1078	127.23%	106.0%	22.72%
	Insurance	13,200	11,000	12,912	-1912	117.38%	97.8%	14.52%
	Computer/IT Costs	18,000	15,000	17,178	-2178	114.52%	95.4%	12.13%
	Photocopy Charges	1,500	1,250	1,329	-79	106.32%	88.6%	5.30%
	Recruitment Advertising	500	417	130	287	31.20%	26.0%	-57.30%
	Other Advertising	300	250	0	250	0.00%	0.0%	-83.30%
	Bank Charges	1,240	1,033	762	271	73.74%	61.5%	-21.85%
	Audit Fees - External	2,100	1,750	2,100	-350	120.00%	100.0%	16.70%
	Audit Fees - Internal	1,760	1,467	904	563	61.64%	51.4%	-31.94%
	Accountancy Support	5,000	4,167	2,203	1964	52.87%	44.1%	-39.24%
	Legal & Professional fees	5,500	4,583	988	3595	21.56%	18.0%	-65.34%
	HR & H&S support	4,000	3,333	4,538	-1205	136.14%	113.5%	30.15%
	Central Overheads reallocated	-71,460	-59,550	-56,594	-2956	95.04%	79.2%	-4.10%
	Corporate Management-Expenditure	221,572	184,643	185,637	-994	100.54%	83.8%	0.48%
	Precept 2022-2023	-1,068,179	-890,149	-1,068,179	178030	120.00%	100.0%	16.70%
	Interest Receivable	-14,000	-11,667	-29,093	17426	249.37%	207.8%	124.51%
	Miscellaneous Income	0	0	-4,803	4803			
	Corporate Management-Income	-1,082,179	-901,816	-1,102,075	200259	122.21%	101.8%	18.54%
	Net Income Over Expenditure	-860,607	-717,173	-916,438	199266	127.78%	106.5%	23.19%
102	Civic							
	Staff Costs (re-allocated)	19,129	15,941	15,666	275	98.28%	81.9%	-1.40%
	Training / Conferences	1,500	1,250	388	862	31.04%	25.9%	-57.43%
	Stationery & Printing	500	417	123	294	29.52%	24.6%	-58.70%
	Marketing/Promotions	1,000	833	663	170	79.56%	66.3%	-17.00%
	Council Newsletter	8,000	6,667	7,942	-1275	119.13%	99.3%	15.98%
	Council Website	2,500	2,083	748	1335	35.90%	29.9%	-53.38%
	Mayor's Allowance	3,000	2,500	3,000	-500	120.00%	100.0%	16.70%
	Members Expenses	200	167	0	167	0.00%	0.0%	-83.30%
	Civic Expenses	7,000	5,833	5,642	191	96.72%	80.6%	-2.70%
	Civic Regalia	250	208	0	208	0.00%	0.0%	-83.30%
	Hall & Room Hire	6,500	5,417	5,472	-55	101.02%	84.2%	0.88%
	Civic Artefacts and Treasures	750	625	451	174	72.16%	60.1%	-23.17%
	Central Overheads reallocated	1,600	1,333	1,269	64	95.18%	79.3%	-3.99%
	MISC Income	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
	Civic-Expenditure	51,929	43,274	41,364	1910	95.59%	79.7%	-3.65%
107	Grants							
	Initial Grant Commitment	25,000	20,833	7,624	13209	36.60%	30.5%	-52.80%
	Subsidised Use	4,500	3,750	2,737	1013	72.99%	60.8%	-22.48%
	Tfr from EMR Committed Grants	0	0	29,361	-29361			-83.30%
	Specified Grants	32,333	26,944	-2,390	29334	-8.87%	-7.4%	-90.69%
	Grants- Expenditure	61,833	51,528	37,332	14196	72.45%	60.4%	-22.92%
	Capital	46,778	38,982	35,889	3093	92.07%	76.7%	-6.58%
	F&P Income - Income	-1,082,179	-901,816	-1,107,358	25,179	122.79%	102.3%	19.03%
	Expenditure	382,112	318,427	302,375	79,737	94.96%	79.1%	-4.17%

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Month 10

Percentage 83.39%

Community and Environment Committee

		ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	E VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED
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	Congleton Partnership Income	0	0	-4,178	4178	#DIV/0!	#DIV/0!	#DIV/0!
301	Congleton Partnership Expenditure	22,839	19,033	38,866	-19834	204.21%	170.2%	86.87%
301	Congleton 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!
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 Fayre/Lights Income	-2,000	-1,667	-7,103	5436	426.18%	355.2%	271.85%
305	Christmas Fayre/Lights 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 Tr 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%
C.E & S	Income	-6,190	-5,158	-25,988	-19,798	503.81%	419.8%	336.54%
	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 M10	ACTUAL SPEND TO M10	E VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED
201	<u>Padding Pool</u>	67,689	56,408	44,705	11703	79.25%	66.0%	-17.26%
221	<u>Town Hall</u>							
	Town Hall - Expenditure	218,755	182,296	205,115	-22819	112.52%	93.8%	10.46%
	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	<u>Congleton Information Centre</u>							
	CIC - Expenditure	132,730	110,608	107,221	3387	96.94%	80.8%	-2.52%
	CIC - Income	-115,354	-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	Canolaph	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%
	Streetscape - Income CEC	-459,636	0	-459,636	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	-469,590	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%
	Expenditure	1,180,729	983,941	1,003,172	-177,557	101.95%	85.0%	1.66%
	Total Income	-1,795,609	-1,496,341	-1,815,589	-19,980	121.34%	101.1%	17.81%
	Total Expenditure	1,795,609	1,487,551	1,472,252	-323,357	98.97%	82.0%	-1.31%
	Net Income /Expenditure			-343,341	-343,337			-83.30%
	Personnel							
	Staff Costs	1,057,591	881,326	896,942	-15616	101.77%	84.8%	1.51%
	Personnel with Pay 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							

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		1st April 2023	In	Out	Balance @	Due Out	Due In	Available
		BF Balance	To Date	To Date	31/01/2024			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
332	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 CIVC	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	466,494